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MANUAL OF INFORMATION.

PHILIPPINE CIVIL SERVICE.

1904.

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PHILIPPINE CIVIL SERVICE BOARD

MANUAL OF INFORMATION

RELATIVE TO THE

PHILIPPINE CIVIL SERVICE

SHOWING THE POSITIONS, CLASSIFIED AND UNCLASSIFIED, THE METHODS GOVERNING EXAMINATIONS AND CERTIFICATIONS FOR APPOINTMENT, THE REGULATIONS FOR RATING EXAMINATION PAPERS, SPECIMEN EXAMINATION QUESTIONS, AND CONDITIONS OF APPOINTMENT AND SERVICE.

THE REPORTS OF THE BOARD, SHOWING THE RESULTS OF ITS WORK AND CONTAINING THE CIVIL SERVICE ACT, RULES, AND REGULATIONS, MAY BE OBTAINED UPON REQUEST THEREFOR, OR CAN BE CONSULTED AT THE OFFICE OF THE BOARD IN MANILA AND AT THE OFFICES OF THE PROVINCIAL BOARDS; ALSO AT THE LIBRARIES OF THE PRINCIPAL PUBLIC INSTITUTIONS IN THE UNITED STATES.

MANILA:
BUREAU OF PUBLIC PRINTING.
1904.

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SCHEDULE OF EXAMINATIONS IN THE PHILIPPINES.

Examinations in Manila are held according to paragraphs 1 to 6 of the following schedule, provided that all examinations named, except first, second, and third grade, may be given on any Monday if the needs of the service require:

1. On the third Monday of every month, in either English or Spanish, as competitors may desire: First grade, bookkeeper, stenographer, typewriter, translator, interpreter, and clerk of court.

2. On the first Monday of every month, in English only: Second grade, junior interpreter, junior translator, and hospital attendant.

3. On the first Saturday of every month, in Spanish only: Second grade and all examinations of which the second grade Spanish forms a part, including ranger, junior typewriter, letter carrier, junior translator, and junior interpreter.

4. On the second Monday of every month: Third grade English (Filipinos only), examinations for first and third class patrolmen for the Police Department, prison guards for Bilibid Prison, firemen under the Fire Department, and for trades positions in the Bureau of Public Printing, including the apprentice examination.

5. Examinations of the third grade will be held quarterly, in Spanish only, on the fourth Saturday of January, April, July, and October.

6. Examinations for professional, technical, and scientific positions, and for positions indicated in section 30 of the Manual, will be held whenever the needs of the service require. Applicants who file applications for these positions will be notified when they may be examined. Examinations for assistant and for teacher will be held on October 7 and 8, 1904, and June 9 and 10, 1905; and for Filipino teacher on December 27 and 28, 1904, and May 26 and 27, 1905.

Examinations in the provinces are held according to the following schedule:

7. Examinations for first grade, second grade, third grade, translator, junior translator, and clerk of court, in either English or Spanish, and ranger in Spanish, will be held in all the provinces, except Cavite, Rizal, and Bataan, on November 19, 1904, and May 6, 1905. Examinations for assistant and for teacher will be held on October 7 and 8, 1904, and June 9 and 10, 1905; and for Filipino teacher on December 27 and 28, 1904, and May 26 and 27, 1905.

An applicant who contemplates entering the service should file an application *without delay*. If application is made for an examination the date of which is not fixed in this schedule, the applicant will be notified when the examination may be taken; but special examination will not be given to individuals on dates other than those fixed in advance by the Board for the examination of all applicants who have filed properly completed applications.

All applicants to be examined in Manila should bring or send their applications to the Philippine Civil Service Board; all others should file their applications with the chairman of the examining committee of the province in which they desire to be examined.

MANUAL OF INFORMATION.

SECTION 1. This Manual contains information relative to the conditions under which appointments are made to the Philippine civil service. The scope and character of the principal examinations for entrance to the service are outlined and information is given upon other matters which are usually the subject of correspondence. Persons seeking information in regard to the service should therefore carefully read this Manual before making inquiries of the Board in regard to questions which may be fully answered herein. If information is desired which is not given in the Manual, letters of inquiry may be addressed to the Philippine Civil Service Board, Manila. In this connection, however, attention is called to the fact that the Philippine Civil Service Act and Rules provide for the holding of examinations for this service in the United States under the auspices of the United States Civil Service Commission, Washington, D. C., to which Commission all correspondence from applicants resident in the United States should be addressed. At the request of the Philippine Civil Service Board the following examinations outlined in this Manual are held at frequent intervals by the United States Civil Service Commission: Assistant, teacher, bookkeeper, translator, stenographer and typewriter, and civil engineer. Other examinations are requested to be held from time to time.

Civil positions in the Military Division of the Philippines are not in the Philippine civil service, but are in the civil service of the United States. However, vacancies therein may be filled by examination and certification by this Board. The positions referred to include those under the Adjutant-General, Inspector-General, Chief Quartermaster, Chief Commissary, Chief Surgeon, Chief Paymaster, Chief Engineer Officer, Chief Ordnance Officer, and Chief Signal Officer. The Board will receive applications for admission to the Federal civil service in the Philippine Islands.

On September 19, 1900, the United States Philippine Commission enacted a law (Act No. 5) known as the "Civil Service Act," providing for the organization of the Philippine Civil Service Board, which is authorized by the act to prepare rules and to formulate examinations for entrance to and promotion in the classified service. The purpose of the Act is declared to be "the establishment and maintenance of an efficient and honest civil service in the Philippine Islands."

The term "Unclassified Service" refers to that portion of the Philippine civil service in which positions must be filled without civil-service examination.

The term "Classified Service" refers to that portion of the Philippine civil service in which positions must be filled as a result of civil-service examination. A vacancy in a position in the classified service may be filled: First, by original appointment through examination and certification by the Board; second, by the promotion of a person in the classified service to the vacant position; third, by the reinstatement of a person formerly in the service; fourth, by the transfer of a person from a position in the classified service of the Philippine Islands or

from the Federal classified civil service of the United States to the vacant position.. These various methods of filling vacancies are explained in this Manual.

Certain positions, as shown in the schedules below, when not filled by promotion, transfer, or reinstatement, must be filled by competitive examination, while others may be filled by noncompetitive examination if in the opinion of the Board a competitive examination is not practicable.

Classified and unclassified positions.

SEC. 2. The following schedules show the methods of entrance to the various positions in the different branches of the service:

Schedule A.—All positions, principally clerical, not included in the following schedules, filled by employees of whatever designation, who are compensated by a fixed salary or otherwise, in all Departments, Bureaus, and Offices of the Central Government of the Philippine Islands, in the provincial government service, in the municipal service of Manila, and the position of municipal treasurer in all municipalities. The positions and employments included in this schedule are classified, and vacancies therein not filled by promotion, reduction, transfer, or reinstatement shall be filled by competitive examination.

Schedule B.—Professional, technical, and scientific positions, filled by employees of whatever designation, whether compensated by a fixed salary or otherwise. The positions and employments in this schedule are classified, and vacancies therein if not filled by promotion, reduction, transfer, or reinstatement shall be filled by selections from certifications of eligibles secured by competitive or noncompetitive examination, as the Board may determine, to meet the needs of the service. This schedule includes positions for which registers of eligibles are not ordinarily maintained and in which vacancies occur less frequently than in those of the preceding schedule. Examinations for these positions are held only when eligibles are needed. It is the practice of the Board to announce such examinations through the newspapers as items of news. No complete list of such positions can be furnished, as it is impossible to predict in what positions vacancies may occur. Below there follows a partial list:

Chemist; assistant chemist; chemist and food analyst; chemist and investigator; agricultural chemist; physical chemist; analytical chemist; physiological chemist; pharmocologist; laboratory assistant; pharmacist; assistant bacteriologist; pathologist; assistant pathologist; assistant biologist; geologist; mineralogist; entomologist; municipal physician; house physician; anatomical artist; director of serum institute; director of vaccine institute; medical inspector; director of experiment station, Bureau of Public Health; forestry inspector; assistant forestry inspector; forester; assistant forester; manager timber-testing laboratory; instrument maker; superintendent of experiment station, Bureau of Agriculture; agricultural explorer; fiber expert; horticulturist; botanist; sugar culturist; manager of stock farm; expert in animal husbandry; veterinary inspector; veterinary surgeon; disinfector; inoculator; preparator of vaccine; additional deputy customs collector; customs appraiser; deputy customs surveyor; appraiser of textiles; admeasurer; special agent; cashier; civil engineer; mechanical engineer; surveyor; architectural draftsman; mechanical draftsman; topographical draftsman; junior draftsman; sanitary engineer; master builder; provincial supervisor; copyist or tracer of drawings; electrician; observer, Coast and Geodetic Survey; computer; photographer; law clerk; editorial clerk; linotype operator; librarian; engraver; boiler inspector; harbor master; provincial treasurer; superintendents; inspectors; teacher; Filipino teacher.

Schedule C.—Positions of skilled workmen, mechanics, or artisans. These positions are classified under Clause (*b*), section 6 of the Civil Service Act. Ex-

aminations given for these positions are generally noneducational and noncompetitive in character. Each applicant is required to complete and submit on Form No. 35 evidence of his age, character as workman, experience, and physical condition, these elements composing the examination. No educational test or practical questions are given except for certain trades and technical or skilled occupations, such as printer, nontechnical mechanical engineer, electrician, etc., for which the examinations are generally competitive. Watchmen of Class C or below, and teamsters of Class B or below, are treated as skilled workmen, in that the examination for these positions is noneducational and noncompetitive. Following is a partial list of positions in which vacancies are filled by the noneducational examination provided in Form No. 35:

Armorer; baker; blacksmith; blacksmith helper; cabinetmaker; canvas worker; carpenter; chainman; cook; cranesman; assistant cranesman; dredge engineer; dredge inspector; dynamo tender; engineer helper; engineman; fireman; foreman and assistant foreman, except in the Bureau of Public Printing; gardener; gas fitter; hardwood finisher; harness maker; horseshoer; assistant inspector; jailer; janitor; laboratory helper; light-house keeper; lineman; lock expert; machinist; assistant machinist; market collector; mason; master and pilot; master of launch; master of lorcha; master mechanic; master workman; mate of launch; matron; mechanic; money counter; moulder; oiler; overseer; assistant overseer; packer; painter; pilot; pipe fitter; plumber; prison keeper; quarryman; rodman; sailmaker; sheet iron worker; steam engineer; assistant steam engineer; steam engineer and machinist; steam fitter; assistant storekeeper; superintendent of corral; teamster; tinsmith; watchman; wireman; wood worker; wheelwright.

Schedule D.—Heads and assistant heads of Bureaus or Offices, and superintendents: Vacancies in these positions shall be filled by the promotion of persons in the classified service, if competent persons are found in the service who, in the judgment of the appointing power, are available and possess the qualifications required. It is thus seen that it is the purpose of the appointing power to observe the principle of promotion in filling vacancies in the highest positions.

Schedule E.—The following positions and employments are in the unclassified service: One private secretary to the Civil Governor and to each member of the Philippine Commission, except the President; persons appointed by the Civil Governor, by and with the advice and consent of the Philippine Commission, unless otherwise specifically provided by law; any person in the military or naval service of the United States who may be detailed for the performance of civil duties; all persons employed as semiskilled or unskilled laborers whose rate of compensation is less than $360 per annum and all employees whose rate of compensation is $120 or less per annum; postmasters and customs inspectors in the provinces whose rates of compensation do not exceed $300 and $180 per annum, respectively, who may lawfully perform the duties of postmaster or customs inspector in connection with the other official duties with which they are charged, if they be Government employees, or if not Government employees, in connection with their private business, such duties requiring only a portion of their time; any position in the Department of Commerce and Police the duties of which are of a quasi-military or quasi-naval character, detectives; secret agents; sheriffs and deputy sheriffs.

How to proceed to secure an examination.

SEC. 3. Applicants residing in the Philippine Islands who desire to be examined for the Philippine civil service or for the Federal service in the Philippine Islands may apply by letter or in person to the Philippine Civil Service Board, Manila,

or to the examining committees at provincial capitals for a blank form of application for examination and for the Manual of Information. Each applicant should apply for his own application blank and Manual, as it is contrary to the practice of the Board to furnish them to one person for the use of another.

Applicants residing in the United States who desire to be examined for this service should apply to the United States Civil Service Commission, Washington, D. C., which Commission will furnish all necessary information and hold examinations at the request of this Board in the United States. Such applicants should forward their applications when completed to the United States Civil Service Commission.

An applicant upon receiving a blank form of application and a Manual will decide what examination he desires to take. A description of the principal examinations held by this Board will be found in the Manual. Applicants residing in the Philippine Islands may be examined at Manila, or, as the exigencies of the service require, at provincial capitals.

The form of application furnished by the Board should first be closely read by the applicant and then filled with great care, every question being answered. Full instructions for the filling in and completion of the application will be found on the blank itself, and applicants are cautioned to answer all questions and conform in all respects to the printed instructions. Failure to do this will cause unnecessary delay and annoyance to the applicant as well as to the Board. The application, as well as the oath of loyalty, must be subscribed and sworn to before an officer duly authorized to administer oaths or before a member of the Civil Service Board, or one of its duly authorized examiners. The oath of loyalty must be executed by all applicants for examination in the Philippine Islands. The vouchers must be filled by reputable persons who are personally acquainted with the applicant. After the application has been properly completed and executed it should be brought or forwarded to the Board. If the application is found correct in form and is approved a card of admission will be issued by the Board informing the applicant when and where he may be examined. Applicants for examination in the provinces should file their applications with the examining committees at provincial capitals.

Applications for examination may be obtained and filed at any time, but unless received at least three days prior to the date fixed for an examination in Manila, or in sufficient time prior to the holding of an examination in provincial capitals to permit of the shipment of papers to those points, they may not be accepted for that examination; but, if properly executed, they will be approved, and a card of admission sent to the applicant for the next examination of the kind to be held at the place selected.

An applicant who claims citizenship in the United States must make oath in his application to his citizenship. In the case of foreign-born persons claiming citizenship, proof of such must be furnished. If naturalized, the certificate of naturalization should accompany the application. A foreign-born person who claims that his parents were citizens of the United States at the time of his birth must furnish the sworn statements of at least two disinterested persons having personal knowledge of the facts to prove that his parents were United States citizens at the time of his birth, and that they have never renounced or legally declared their intention of renouncing, their United States citizenship, and also that the applicant is the reputed child of the person through whom he claims citizenship. A foreign-born citizen who was naturalized by the naturalization of his father or of his mother while he was a minor should furnish the parent's certificate of naturalization and the sworn statements of two disinterested persons to prove his identity as the child of the one whose certificate is furnished. A woman who claims naturalization through marriage to a citizen of the United

States should furnish evidence of the husband's citizenship (his certificate being required if he is a naturalized citizen) and evidence of her marriage to him.

An application from a foreign-born person claiming citizenship, but failing to furnish the required proof, will be canceled. A declaration of intention to become a citizen will not be accepted in lieu of a certificate of naturalization. When naturalization papers are lost, a certificate showing the facts in the case must be procured from the court that issued the naturalization papers.

A foreign-born person who has been honorably discharged from the Army or Navy of the United States will be examined if his discharge be submitted with his application.

No person will be admitted to examination unless he has filed with the Board the required application.

An applicant who has applied for examination and desires to change the place of his examination from one city to another may be examined at the place requested by him if he returns his card of admission within sufficient time prior to the date of examination to permit of the shipment of the necessary papers.

An application is good for only one grade of examination, and if an applicant desires to take two or more different grades he must file an application for each grade.

Information for enlisted men of the United States Army serving in the Philippines.

SEC. 4. Enlisted men of the United States Army are required to obtain the consent of the proper military officials to appear for examination. A completed application should therefore be forwarded through military channels to the Adjutant-General, Division of the Philippines, accompanied by a letter requesting permission to be examined. In this connection attention is called to the fact that the military authorities will not grant such permission to be examined to enlisted men who have more than six months to serve.

Persons who are debarred from examinations.

SEC. 5. No person will be admitted to an examination—

(*a*) Who is under 18 or over 40 years of age, unless, in the discretion of the Board, the needs of the service require that the age limits be extended for a particular kind of examination.

(*b*) Who is not a citizen of the United States unless he has been honorably discharged from the military or naval service of the United States; or who is not a native of the Philippine Islands or a person who has, under and by virtue of the treaty of Paris, acquired the political rights of natives of the Islands.

(*c*) Who fails to take the oath of loyalty required of all applicants for examination in the Philippine Islands and to furnish evidence satisfactory to the Board that he is loyal to the United States of America as the supreme authority in the Islands, or who has taken the oath of allegiance to the United States and violated the same.

(*d*) Who, upon the physical examination required to be given, is found to be disqualified for efficient service in these Islands.

(*e*) Who uses intoxicating liquors to excess.

(*f*) Who is an officer or an enlisted man in the Army, the Navy, or the Marine Corps of the United States, or in the Philippines Constabulary, and has not obtained permission from the proper authority to enter an examination.

(*g*) Who has made a false statement in any material fact in his application or who has been guilty of deceit or fraud in any manner in connection with an application or examination, or who has been guilty of crime or of infamous or noto-

riously disgraceful or immoral conduct, including drunkenness and dishonesty, which in the opinion of the Board should disqualify him for the service.

(*h*) Who has been dismissed from the service for delinquency or misconduct within one year preceding the date of his application.

(*i*) Who has failed to receive absolute appointment at the end of his probationary service for the position for which he again applies within one year from the expiration of the period of his probationary service.

(*j*) Who within six months has taken the same kind of examination for which he again applies and is eligible as a result of that examination.

What applicants should bring to the examination room.

SEC. 6. All applicants in examinations where writing is required must provide themselves with pens, penholders, erasers, ink, and blotters. Applicants should not bring paper for use in the examination room, as such blank paper as may be needed in connection with the examination sheets will be furnished by the Board.

Applicants for the stenography and typewriting examination should provide themselves with typewriting machines and stands or tables.

Applicants for the bookkeeper, draftsman, or other examinations requiring the use of instruments must furnish the instruments required.

Each applicant must bring his card of admission to the examination room and present it to the examiner in charge.

Haste and carelessness in examinations.

SEC. 7. Many competitors fail to pass an examination or fail to obtain a satisfactory rating not through a lack of knowledge but principally owing to haste and carelessness in reading and interpreting questions and in writing the answers. With few exceptions, the time used by a competitor in completing a subject is not an element in determining the ratings. While a competitor must finish his examination within the time allowed, he should carefully, thoughtfully, and completely answer each question.

The time allowed for each examination is considered sufficient for competitors to complete it by using a reasonable degree of intelligent application in their work, and it can not be extended in individual cases, as, for instance, where a competitor devotes so much time to the work of one subject that he can not complete the remaining subjects within the prescribed time.

Regulations governing competitors in examinations.

SEC. 8. The following is a copy of the regulations furnished to each competitor at the beginning of an examination:

1. In order that the identity of competitors may not be disclosed until after the examination papers are rated you will be given an examination number which you will write, instead of your name, on each sheet of the examination. Do not sign your name to any sheet in the examination.

2. Unless otherwise stated, you are not limited in time on any sheet, but should gauge your work on each sheet so as to complete the examination within the limit of time prescribed for the entire examination. Time is reckoned from the moment of receiving the first examination sheet. No allowance will be made for time lost in or out of the examination room.

3. Do not leave the room, if possible to avoid it, with a sheet before you unfinished, for if you do the sheet will be taken up and will not be returned to you. A competitor in an examination of five hours or less is not allowed to leave the room until he has finished his examination, except in case of extreme necessity.

No competitor shall leave the room at any time without permission of the examiner.

4. Read carefully the printed instructions on each sheet before commencing work thereon.

5. If necessary, the back of a sheet may be used to complete your work, unless directions to the contrary are printed on the sheet.

6. An examination sheet spoiled by you can not be exchanged for another of the same kind.

7. Perform all work on each examination sheet with ink.

8. Pencil and scratch paper may be used in preliminary work, except in the spelling exercise, which must be written with ink directly on the examination sheet from the dictation of the examiner.

9. Use no blank paper except that furnished by the examiner in charge, and on completing an examination sheet hand in the blank paper pertaining to that sheet. Have all your work complete on the examination sheet, however, as the blank paper is collected, not for consideration in the rating, but for destruction.

10. No helps of any kind are allowed. Before the examination is commenced hand to the examiner any written or printed matter that you may have which might, if used, aid you in your work. Do not make a copy of any of the questions for the purpose of taking them from the examination room.

11. All conversation or communication between competitors during the examination is strictly prohibited.

12. Do not copy or attempt to copy from the work of any competitor or permit any competitor to copy from your work or to read the examination sheets in your possession.

13. All necessary explanations will be made to the whole class. Examiners are forbidden to explain the meaning of any question or to make any remarks or suggestions that may assist in its solution.

14. Copies of examination papers or examination questions must be handed in with the answers and must not be taken from the room.

N. B.—A violation by you of the instructions contained in paragraphs 10, 11, or 12 will be deemed sufficient cause for canceling your papers and for refusal to admit you to any other examination held by the Board. You are requested to report to the examiner any irregularity that may come under your notice during the examination.

Provincial Examining Committees have been given circular letters containing specific instructions fully advising them how to conduct examinations properly.

Descriptions of examinations.

SEC. 9. Below will be found a description of some of the examinations which are held by the Board. As an aid to applicants in arriving at a proper understanding of the scope of the different examinations, specimen questions and exercises are given in the following pages. These particular questions and exercises will not, of course, be used in the examination of applicants, but are intended simply to show the degree of difficulty of the subjects in the different examinations. Each examination comprises tests on several subjects, which are given relative weights according to their importance. The weight of a subject therefore represents its value in the whole examination. The method of obtaining the rating of a competitor in an examination is as follows: Multiply the per cent obtained in each subject (on the basis of 100 per cent for perfection) by the relative weight of that subject, add the products, and divide the sum of the products by the sum of the relative weights. The quotient thus obtained will be the rating in the examination. A different method, however, is followed in connection with the assistant and teacher examinations, which is explained in sections 14 and 15.

NOTE.—A competitor in any examination in which tests in translating are not included may, at his option, be examined also in translating from English into Spanish or from Spanish into English. The tests in translating will be similar to those in the translator or the junior translator examination, as the competitor may elect. In such case, where the tests in translating are also taken by the competitor, the subjects of his regular examination will be given a weight of 70 per cent and the tests in translating a weight of 30 per cent in determining his rating. The names of those competitors who take, in addition to their regular examinations, the tests in translating will, if they make a rating of 70 per cent or more in the combined examinations, be placed upon separate registers of eligibles of clerks, bookkeepers, stenographers and typewriters, etc., as the case may be, with translator or junior translator qualifications. From those registers certifications will be made whenever requisitions for eligibles with such qualifications are made upon the Board by the heads of Bureaus or Offices. Failure to obtain a rating of 70 per cent or more in the translating tests will not affect the standing of a competitor in his regular examination.

General examinations.

SEC. 10. There are three grades of general examinations, the subjects of which are also used as general tests in many other examinations: (1) The first grade, (2) the second grade, and (3) the third grade. The first grade is the most difficult and the third grade the least difficult of the three.

First grade examination.

SEC. 11. Time allowed, six hours. Application Form No. 2. Appointments from this register are rarely made at more than $1,200, generally less. This examination comprises the following subjects and weights:

	Weights.
1. Spelling	10
2. Arithmetic	25
3. Letter writing	20
4. Penmanship	15
5. Copying from plain copy	10
6. Copying from rough draft	10
7. History and government of the United States, and geography	10
Total	100

The following are specimen questions and tests in this examination:

Spelling.—The words in spelling are dictated by the examiner and are required to be written by the competitor in the blank spaces indicated on the first sheet of the examination. The examiner pronounces each word and gives its definition. The competitor is required to write only the word and not its definition. The words should begin with capital letters.

1. Asylum: A charitable institution; as, an asylum for the deaf, dumb, etc.
2. Philippines: The name of a group of islands.
3. Qualify: To become fit; as, to qualify for office.
4. Competition: The act of competing; as, competition in an examination.
5. Changing: Causing a change; as, changing a schedule.
6. Physical: Relating to physics or nature; as, physical geography.
7. Concede: To give up or surrender; as, to concede a point.
8. Collectible: That which may be collected; as, a collectible bill.
9. Minimum: The least quantity.

10. Reference: The act of referring; as, in reference to your letter.
11. Comparative: Estimated by comparison; as, a comparative statement.
12. Aggregate: The sum total; as, the aggregate amount.
13. Forfeit: To surrender; to give up.
14. Circumference: The line that bounds a circle.
15. Judgment: The act or power of judging; as, their judgment was correct.
16. Tonnage: The weight of goods in a vessel.
17. Defendant: A defender; as, the defendant in an action.
18. Citation: The act of citing or quoting.
19. Principle: An element; constituent part; fundamental truth.
20. Civilization: The act of civilizing; the state of being civilized.

Arithmetic.—1. This test is one in adding columns of numbers crosswise and lengthwise.

2. Divide 478.72 by $25\frac{3}{8}$, multiply the quotient by $1{,}416\frac{3}{4}$, and from the product subtract $\frac{3}{4}$ of 1,789.305.

3. A man who inherited a fortune spent $\frac{1}{4}$ of it in three months, $\frac{3}{7}$ of the remainder in 10 months, when he had only $7,572 left. How much did he inherit?

4. A farmer sent to his commission merchant 96 tons of hemp and instructed him to sell it and invest the proceeds in farm supplies, deducting his commission for selling and buying. He sold the hemp for $77 a ton and deducted 4 per cent as his commission for selling. He then bought farm supplies, deducting 5 per cent of the cost of the supplies for his commission. What was the value of the supplies bought?

5. On April 7 a Manila merchant desires to obtain $1,440. For how much must he give his note due September 14, without interest or days of grace, to obtain the required sum when discounted at a bank at the rate of 9 per cent per annum?

Letter writing.—Two subjects for letter writing will be found at the head of the blank sheet upon which the letter is to be written and the competitor may select either of the two subjects upon which to write a letter of not less than 150 words. The exercise in letter writing is designed chiefly to test the competitor's skill in composition. In rating the letter its errors in form and address, spelling, capitalization, punctuation, syntax, style, and its adherence to and treatment of the subject will be considered.

Penmanship.—The rating on penmanship will be determined by legibility, neatness, rapidity, and general appearance, and by correctness and uniformity in the formation of words, letters, and punctuation marks in the exercise in copying from plain copy. No particular style of penmanship is preferred.

Copying from plain copy.—Paragraph, spell, capitalize, and punctuate as in the copy. All mistakes and omissions will be considered in rating this subject.

Make an exact copy of the following:

When eligible registers were established as a result of examinations held in the United States it was expected that the heads of offices would select from these registers and that appointments would be made by cablegram of the selections made, but the Board soon became convinced that great embarrassment would result to the service if eligibles were not sent for until actually selected by Bureau officers here. The Board, therefore, has requested the transmission of cablegrams from time to time as the conditions and needs of the service warranted, selecting a number of eligibles at a time, so that nearly every transport has brought a few appointees, as they were needed, to fill positions for which not enough competent persons could be obtained here, such as accountants, translators, stenographers, [illegible] and mechanical engineers, etc., nearly all at a uniform entrance salary of [illegible]0 per annum. The Board is able to report that the needs of the service have [illegible] so carefully approximated that all appointees thus selected have been

promptly absorbed into the service upon their arrival and that this method of procedure has saved the service from serious embarrassment. (Second Report of the Philippine Civil Service Board, p. 2.)

Copying from rough draft.—For explanation and specimen of this exercise see the opposite page. The copy of the rough draft is greatly reduced in size, and is, therefore, not so legible as the exercise furnished in the examination.

History and government of the United States, and geography.—1. Name five American statesmen who died prior to 1850. Name five historical events, each one of which is associated with the name of one of the above statesmen.

2. Explain the veto power of the President of the United States. How may it be defeated?

3. In what country is each of the following: Vera Cruz, Oporto, Madras, The Bosphorus, Lake Maracaibo?

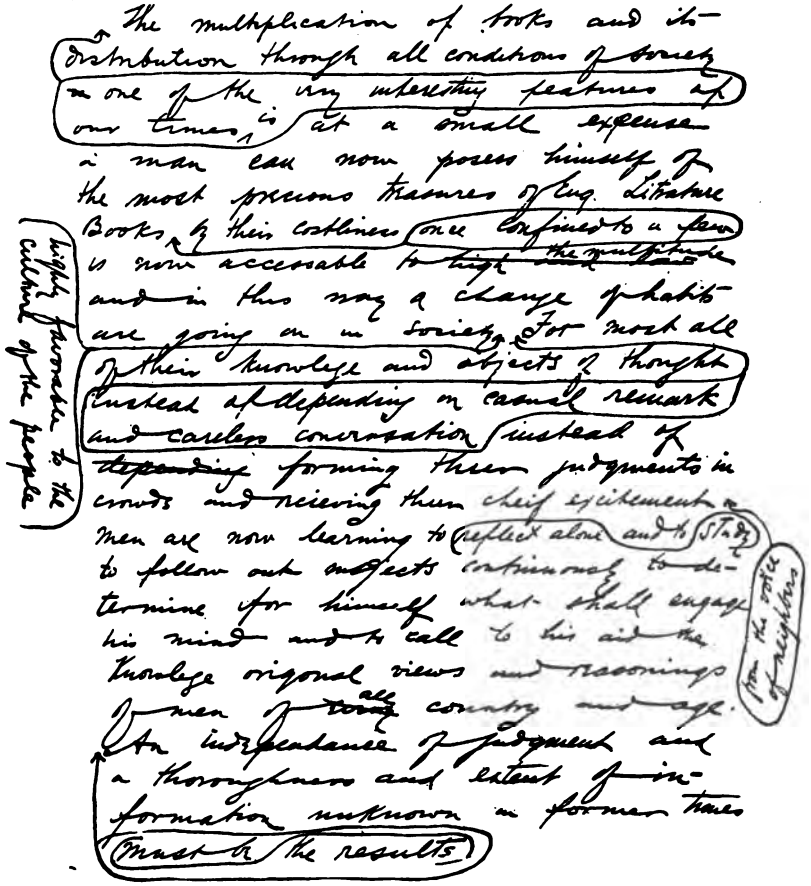
4. Name: (*a*) the largest southern island of the Philippine group; (*b*) the island on which Iloilo is located; (*c*) a large lake in the Island of Luzon; (*d*) two of the principal rivers in the Philippine Islands; (*e*) four of the principal products (cultivated) of the Philippine Islands.

5. Name five States of the United States bordering on the Great Lakes and the largest city of each State named.

Copying from rough draft.

Spelling, use of capitals, and all omissions and mistakes will be taken into consideration in rating this subject.

Directions to the competitor.—Write on the accompanying sheet a corrected copy of the rough-draft manuscript on this sheet. Correct all errors in syntax, orthography, punctuation, and capitalization, write in full abbreviated words, and make all indicated insertions, transpositions, etc. Do not paraphrase the language of the copy, or insert, omit, or modify words, phrases, or punctuation marks, except as may be necessary to correct errors.



Second grade examination.

SEC. 12. Time allowed, four and one-half hours. Application Form No. 2. Appointments from Spanish register usually $300 per annum; from the English register more than $300. This examination comprises the following subjects and weights:

	Weights.
1. Spelling	20
2. Arithmetic	20
3. Letter writing	20
4. Penmanship	20
5. Copying from plain copy	20
Total	100

The following are specimen questions and tests in this examination:

Spelling.—The words in spelling are dictated by the examiner and are required to be written by the competitor in the blank spaces indicated on the first sheet of the examination. The examiner pronounces each word and gives its definition. The competitor is required to write only the word and not its definition. The words should begin with capital letters.

1. Question: The act of questioning; as, to question a witness.
2. Column: A perpendicular section of a page; as, a newspaper column.
3. Regular: A soldier belonging to a permanent army.
4. Possible: Practicable; not contrary to the nature of things.
5. Precious: Of much value; as, a precious stone.
6. Guardian: One who has the care of an orphan.
7. Entrance: A place for entering; as, an entrance to the city.
8. Separate: Divided from the rest; as, a separate parcel.
9. Official: One invested with an office.
10. Eager: Keenly desirous; as, eager to learn.
11. Patience: The quality of being patient.
12. Position: State of being placed; as, in a bad position.
13. Exceed: To go too far; as, to exceed one's authority.
14. Language: Human speech; as, the English language.
15. Explain: To make plain or clear; as, to explain a problem.
16. Business: Employment; something to be transacted.
17. Receive: To take or accept.
18. Copyist: One who copies.
19. Certify: To give certain information or assurance.
20. Specimen: A pattern or sample.

Arithmetic.—1. Add the following numbers: 7,820,140, 616,487, 18,021,762, 5,329,456, 5,647,893, 432,890, 23,578,932, and 45,004. From the sum of these numbers subtract 8,641,762.

2. Multiply 794.4 by 450⅝, and divide the product by 49.65.

3. A clerk received a salary of $720 a year. He spent ⅝ of it for board, ¼ of the remainder for clothing, and $144 for all other expenses. How much did he save?

4. An open court contains 160 sq. yds. How many stones 9 inches square will be required to pave it?

(1,296 sq. in = 1 sq. yd.)

5. A Manila grocer imported 1,083 pounds of butter at 39 cents a pound and sold it at $\frac{5}{75}$ more than it cost. If his expenses were $36.47, what was his net profit?

Letter writing.—Two subjects for letter writing will be found at the head of the blank sheet upon which the letter is to be written, and the competitor may select either of the subjects upon which to write a letter of not less than 125 words. The exercise in letter writing is designed chiefly to test the competitor's skill in composition. In rating the letter its errors in form and address, spelling, capitali-

zation, punctuation, syntax, style, and its adherence to and treatment of the subject will be considered.

Penmanship.—The rating on penmanship will be determined by legibility, neatness, rapidity, and general appearance, and by correctness and uniformity in the formation of words, letters, and punctuation marks in the exercise in copying from plain copy. No particular style of penmanship is preferred.

Copying from plain copy.—Paragraph, spell, capitalize, and punctuate as in the copy. All omissions and mistakes will be taken into consideration in rating this exercise.

Make an exact copy of the following:

The hemp tree in the Philippines reaches an average height of 10 feet. It is a native plant, the stem of which is inclosed in layers of half-round petioles. The hemp fiber is extracted from these petioles which, when cut down, are separated into strips 5 to 6 inches wide, and drawn under a knife attached at one end by a hinge to a block of wood, while the other end is suspended from the extremity of a flexible stick. The bow tends to raise the knife and a cord attached to the same end of the knife, and a treadle is so arranged that, by a movement of the foot, the operator can bring the knife to work on the hemp petiole with the pressure he chooses.

Third grade examination.

SEC. 13. Time allowed, three and one-half hours. Application Form No. 2. Eligibles on this register may be certified to any position in the classified service, with a salary less than $300, for which the third grade examination is appropriate. The examination comprises the following subjects and weights:

	Weights.
1. Spelling	20
2. Arithmetic	20
3. Letter writing	20
4. Penmanship	20
5. Copying from plain copy	20
Total	100

The following are specimen questions and tests in this examination:

Spelling.—The words in spelling are dictated by the examiner and are required to be written by the competitor in the blank spaces indicated on the first sheet of the examination. The examiner pronounces each word and gives its definition. The competitor is required to write only the word and not its definition. The words should begin with capital letters.

1. Horse: A well-known domestic animal.
2. Equal: One of the same rank.
3. People: A nation; those who compose a community.
4. Pledge: Something given as security.
5. Divide: To part; to separate; as, to divide into two parts.
6. Useful: Full of use; as, in a useful manner.
7. Salary: A payment for services.
8. Foot: A measure of 12 inches.
9. Every: Each one; as, in every case.
10. Papers: Written or printed documents.
11. Read: The act of reading; as, to read a book.
12. Notify: To make known; as, to notify a friend.
13. Commence: The act of commencing; as, to commence work.
14. Touch: To come into contact with; as, to touch the book.

15. Sign: To mark with characters or one's name; as, to sign a letter.

16. Special: Particular; peculiar; as, in a special manner.

17. Advance: To go forward.

18. Found: Discovered; as, he found the book.

19. Year: A period of time.

20. Failure: The act of failing; as, it was a complete failure.

Arithmetic.—1. Add the following numbers: 426,985, 718,643, 5,926,718, 2,046, 359,175, 861,722, and 103,141.

2. Divide 25,877,823 by 8,549.

3. Multiply 58,927 by 8,075 and subtract 28,796,747.

4. The driver of a carromata took an average of 16 fares a day at 35 cents a fare. In thirty days his total expenses were $24. How much did he save?

5. In February, 1900, 6,739,632 pounds of rice were imported from Spain, China, and the East Indies; 3,726 pounds were imported from Spain and 551,834 pounds from the East Indies. How many pounds were imported from China?

Letter writing.—Two subjects for letter writing will be found at the head of the blank sheet upon which the letter is to be written. The competitor may select either of the two subjects upon which to write a letter of not less than 100 words. The exercise in letter writing is designed chiefly to test the competitor's skill in simple composition. In rating the letter its errors in form and address, spelling, capitalization, punctuation, syntax, style, and its adherence to and treatment of the subject will be considered.

Penmanship.—The rating on penmanship will be determined by legibility, neatness, rapidity, and general appearance, and by correctness and uniformity in the formation of words, letters, and punctuation marks in the exercise in copying from plain copy. No particular style of penmanship is preferred.

Copying from plain copy.—Paragraph, spell, capitalize, and punctuate as in the copy. All mistakes and omissions will be considered in rating this subject.

Make an exact copy of the following:

The natives everywhere continue to employ the primitive method of treating rice paddy for domestic and local use. The grain is generally husked by them in a large mortar hewn from a block of molave, or other hard wood, in which it is beaten by a pestle. Sometimes two or three men or women with wooden pestles work at the same mortar. This mortar is termed, in Tagalog dialect, "luzon," the name given to the largest island of the group.

Assistant examination.

SEC. 14. Time allowed for the required subjects, two days of seven hours each. Application Forms Nos. 2 and 47. The first three subjects will be given on the first day and the remaining required subjects on the second day. At the request of the Board the assistant examination is held at frequent intervals in the United States by the United States Civil Service Commission. The examination comprises the following subjects and weights:

Required subjects.

Subjects.	Weights.	Maximum credits.
1 Thesis (300 to 400 words to be written on one of two topics given)	4	400
2. Correction of rough-draft manuscript (250 words)	3	300
3. Mathematics (arithmetic, algebra including quadratics, and plane geometry)	3	300
4. History and civil government of the United States	3	300
5. General history and geography	2	200
6. Colonial government and administration	2	200
7. Political economy	1	100
8. Education and experience	2	200
Total credits		2,000

The figures opposite each subject indicate (1) the relative value of and (2) the credit that is given for the maximum rating on the subject in the examination. Each competitor in the assistant examination may also take any one or more of the optional subjects mentioned below. The figures opposite each of these optional subjects indicate the additional credit given for the maximum rating on the subject. Three hours are allowed in the examination on each optional subject.

Optional subjects.

Subjects.	Weights.	Maximum credits.
1. Accounting, expert	1	100
2. Agriculture	1	100
3. Auditing of accounts, practical questions on	1	100
4. Bookkeeping	1	100
5. Botany	1	100
6. Chemistry	1	100
7. Disbursements, practical questions on	1	100
8. Educational methods	1	100
9. Engineering, civil	1	100
10. Engineering, electrical	1	100
11. Engineering, mechanical	1	100
12. Engineering, mining	1	100
13. Finance	1	100
14. Forestry	1	100
15. Geology	1	100
16. Land laws of the United States	1	100
17. Law, common	1	100
18. Law, international	1	100
19. Law, Roman or civil	1	100
20. Mathematics, higher, including calculus	1	100
21. Mineralogy	1	100
22. Mining laws of the United States	1	100
23. Physics	1	100
24. Spanish language	1	100
25. Statistics, theory and practice of	1	100
Total credits		2,500

The rating of a competitor on each required or optional subject will be in proportion to the correctness of the work done, based upon the maximum rating of 100 for perfect work. It will be observed that the total credits that may be obtained on the required subjects are 2,000. A competitor will not receive any credit for work done on any optional subject unless his total credits on the required subjects are 1,400 or more and his rating 70 or more on such subject. The credits received by him on the optional subjects will simply tend to increase his prospects of appointment. It is not expected that any one competitor will be found proficient in all of these branches, the aim in providing a variety of optional subjects in addition to the required subjects being to enable the Board to secure eligibles with such special qualifications as may be needed to meet the demands of the service. In making requisitions for certifications of eligibles, appointing officers may call for the highest three names as a result of examination on the required and optional subjects combined, but should the needs of the service so require, as may frequently happen, requisition may be made for a certification of those standing highest on one or more of the optional subjects, and who have also passed the required subjects. For instance, if a vacancy should occur in the Forestry Bureau requiring a knowledge of forestry a requisition would probably be made for eligibles who have shown the most proficiency in this subject and who have also passed the required subjects.

The object of the assistant examination is to provide a method of entrance to the Philippine civil service for honest, energetic, and well-educated persons who may wish to enter the service. Eligibles will be appointed as the needs of the

service require. After appointment they will be assigned to such duty, clerical or otherwise, as may be deemed advisable. Following the usual practice of making appointments for original entrance to the service in the lower classes and grades, nearly all appointments from this register are being made at an entrance salary of $1,200. Competitors are requested to state the minimum at which they will accept appointment and below which they do not wish to be considered in making certifications.

Appointees have been generally recognized in making promotions in accordance with the policy of advancing the best equipped and most competent to the higher positions. It is assured that no capable person of good character appointed from this register need long remain at the salary at which he was appointed. Furthermore, vacancies in most positions of heads and of assistant heads of Bureaus or Offices and of superintendents will be filled by the promotion of persons in the classified service, if competent persons may be found in the service who are available and possess the qualifications required. Therefore it will be seen that through faithfulness, efficiency, and an honest discharge of duties appointees from this register have as good opportunities as the conditions of the service permit to be advanced to the highest administrative positions, since vacancies in those positions will be filled by promotion.

Teacher examination.

SEC. 15. Time allowed for the required subjects, two days of seven hours each, the first five subjects being given on the first day and the remaining required subjects on the second day. Application Forms Nos. 2 and 47. Entrance salary, $900 to $1,200. Vacancies in the higher positions in the teaching service are filled by promotion from the lower classes. Minimum and maximum age limitations, 20 and 40 years. At the request of this Board the teacher examination is held at frequent intervals in the United States by the United States Civil Service Commission.

Required subjects.

Subjects.	Weights.	Maximum credits.
1. Thesis	2.5	250
2. Penmanship	1	100
3. Physiology and hygiene	1.5	150
4. Geography	2	200
5. Arithmetic	2.5	250
6. Science of teaching	2	200
7. English	2.5	250
8. Nature study and drawing	1.5	150
9. History and civil government of the United States	2.5	250
10. Experience, training, and fitness	2	200
Total credits		2,000

The figures opposite each of the subjects indicate (1) the relative value of and (2) the credit that is given for the maximum rating on the subject in the examination. Each competitor in the teacher examination may also take any one or more of the optional subjects mentioned below. The figures opposite each of these optional subjects indicate the additional credit that is given for the maximum rating on the subject. Three hours are allowed in the examination on each optional subject. The use and purpose of optional subjects, and the scheme of rating and certification are similar to those of the assistant examination. No specimen questions are given for the optional subjects. The questions and tests for the required subjects follow:

Optional subjects.

Subjects.	Weights.	Maximum credits.
1. Agriculture	1	100
2. Algebra	1	100
3. Architecture, elements of	1	100
4. Bookkeeping	1	100
5. Botany	1	100
6. Chemistry	1	100
7. Cooking and domestic economy	1	100
8. Cutting, fitting, and sewing	1	100
9. Drawing, free-hand	1	100
10. Drawing, mechanical	1	100
11. Geometry	1	100
12. History, general	1	100
13. History of the Philippines	1	100
14. Kindergarten	1	100
15. Literature, general	1	100
16. Music	1	100
17. Physics	1	100
18. Typewriting	1	100
19. Wood carving and clay modeling	1	100
20. Zoology	1	100
Total credits		2,000

Thesis.—Write a thesis of from 200 to 300 words on one, and *only one*, of the following topics:

1. The importance of a good system of public schools in the Philippine Islands.

2. The advantages derived by the civil service from the merit system of appointments.

[In rating the thesis, errors in spelling, capitalization, punctuation, syntax, and style, and its adherence to and treatment of the subject given, will be considered, and its value in the judgment of the examiners rated on a scale of 100 per cent.]

Physiology and hygiene.—1. Show by a drawing the natural curvature of the human spinal column. What purpose does this curvature serve?

2. Explain how exercise enlarges and strengthens the muscles. Mention a form of exercise well fitted to develop the lungs.

3. Show by a diagram or otherwise the course of the blood from the time it leaves the right auricle till its return to the right auricle.

4. Describe the lungs and give their functions.

5. State the functions of the skin and show their hygienic importance.

6. Describe the physical effects of the excessive use of alcoholic beverages.

7. State the value of physical exercise to persons living in the Tropics, and show how it is conducive to physical well-being.

8. Describe the dietary conducive to the good health of persons living in a hot climate.

9. Describe briefly the digestive process.

10. State the value of habits of cleanliness.

Geography.—1. Upon what conditions does the climate of a country depend?

2. Account for the rapid growth of Chicago.

3. Describe the system of Standard Time now in use in the United States.

4. Starting from New York and going due east around the earth, through what countries would one pass?

5. What proportion of Europe is Russia? What effect has its geographical position on its political importance?

6. Name the leading seaport towns of China.

7. (*a*) Name four of the chief exports of the United States and tell to what countries they go.

(*b*) Name four of the chief imports of the United States and tell from what countries they come.

8. Name *one* important river and *one* important city on that river in each of the following: Russia, China, France, India, Spain.

9. What lands are separated by the following: (*a*) Gulf of Bothnia; (*b*) Strait of Juan de Fuca; (*c*) Torres Strait; (*d*) Strait of Messina; (*e*) Dardanelles?

10. Name the chief natural products of the Philippine Islands.

Arithmetic.—1. Explain fully, as to a class of pupils, why, in dividing $\frac{2}{3}$ by $\frac{1}{3}$, we multiply the $\frac{2}{3}$ by $\frac{3}{1}$, obtaining $\frac{6}{2}$ for a quotient.

(A credit of 30 per cent is given this question.)

2. Simplify—

$$\left(\frac{2\frac{1}{2}-1\frac{2}{3}}{\frac{2}{5}\times(\frac{3}{4}-\frac{1}{2})}-\frac{2}{3}\right)\times\frac{5}{2\frac{2}{3}}$$

3. Divide \$7.75 among 5 boys and 4 girls, giving each boy $\frac{3}{4}$ as much as each girl.

4. Write 6,734 centiliters as liters; as hectoliters.

5. If 8 men spend \$32 in 15 weeks, how much will 56 men, at the same rate, spend in a year?

6. Find the cost at \$7.50 per thousand of the brick required for the walls of a house 30 feet long, 24 feet wide, and 18 feet high, walls 1 foot thick, allowing 21 bricks to the cubic foot, and 10 per cent for openings.

7. If \$300 placed at interest yields \$18 in 9 months, how much must be placed at interest, at the same rate, to yield \$115 in 6 months?

8. I bought 16 dozen pairs of boots at \$7.35 a pair, and paid \$28.80 freight. At what price per pair must I mark them so that I may sell them at 10 per cent below the marked price and still gain 8 per cent on the total cost of the boots?

Science of teaching.—1. What subjects would you teach children 6 years of age just entering school?

2. What are the advantages and disadvantages of vertical writing?

3. Write from 100 to 200 words on the work of some great European educator.

4. Write from 100 to 200 words on the work of some great American educator.

5. During what period of life is a speaking knowledge of a foreign language most easily acquired? Why?

6. What is meant by the correlation of subjects? What are its advantages?

7. What is the natural order of developing the intellectual faculties of a child, and what studies call into exercise the different faculties?

8. By what means can the moral nature of a child be best developed?

9. Define method in its most general form. Distinguish the inductive method from the deductive method. State some disadvantages of the deductive method.

10. What is the proper use of *memory* in the process of education?

English.—1. Distinguish between the teaching of grammar and the teaching of rhetoric.

2. Write five sentences containing common errors of speech, and make corrections.

3. Analyze the following sentence: "*Though* he *slay me, yet* will I trust *in* him."

4. Parse the italicized words in the foregoing sentence.

5. State the various grammatical uses of each of the following words: *but, as, while, that, what.*

6. Write five rules governing the spelling of English words.

7. Illustrate the correct use of *on, upon, in,* and *into,* in sentences.

8. Write one sentence containing relative pronouns in the nominative, the possessive, and the objective cases.

9. Define a subordinate clause. Write one sentence using in it an adjective clause and an adverbial clause.

10. Write sentences containing (*a*) a compound relative pronoun; (*b*) an impersonal verb; (*c*) a noun clause used as a subject; (*d*) a participial phrase used as the object of a preposition; (*e*) an infinitive phrase modifying a noun.

Nature study and drawing.—The competitor will be required to discuss in an essay of 175 to 200 words how he would develop in children a knowledge of natural history. A particular species of plant or animal life will be assigned, of which the competitor will make illustrative drawings.

[In rating this subject, style, or manner of expression, adherence to and treatment of the subject given, the conception, and the skill in execution of the sketches will be considered.]

History and civil government of the United States.—1. What were the differential characteristics between the people of the Virginia and Massachusetts colonies at the beginning of the Revolution?

2. What political parties were formed soon after the election of Washington as President? State the principles of each.

3. Tell the story of the annexation of Texas.

4. Give the territorial boundaries of the United States as set forth by the treaty of 1783.

5. Explain the struggle in Congress which led to the passage of the bill called the "Missouri Compromise."

6. Discuss the battle of Gettysburg and its results.

7. What were the Articles of Confederation? In what respects were they too weak to hold the States together?

8. Give an outline of the judicial system of the United States.

9. State the provisions of the Constitution and its amendments relating to the election of the President of the United States.

10. Explain the Australian ballot system and show its advantages.

Filipino teacher examination.

SEC. 16. Time allowed, two days. Application Form No. 2. Entrance salary, usually $300 in Manila and $240 in the provinces. In view of the requirements of the service this examination is given in English only. The following are the subjects and weights:

	Weights.
1. Spelling (third grade, see sec. 13)	10
2. Arithmetic (second grade, see sec. 12)	20
3. Letter writing (third grade, see sec. 13)	15
4. Penmanship	5
5. Geography	15
6. English	15
7. History of the United States and the Philippine Islands	15
8. Hygiene	5
Total	100

The following are specimen questions in the last four subjects of this examination:

Geography.—1. Name the six continents. Which is the largest and which the smallest?

2. What is the equator? What continents does it cross?

3. Name five of the best known plant productions of the North Temperate Zone.

4. Name five of the largest cities in the United States.

5. What is the capital of the United States? Tell all you can about it.

6. In what country of Europe is London? Paris? Madrid? Rome? Constantinople?

7. Name the largest two islands in the Philippines. Name three of the smaller islands in the Philippines.

8. Name ten of the best known plants or fruits that grow in the Philippine Islands.

9. Give a description of Manila and vicinity.

10. Locate as exactly as possible the following:

Vigan.	Mount Mayon.
Corregidor Island.	San Bernardino Strait.
Zamboanga.	Cagayan River.

English.—1. Give the principal parts of the following verbs: *Have, sing, come, go, talk.*

2. (*a*) What is a declarative sentence? What is an interrogative sentence? What is an exclamatory sentence?

(*b*) Illustrate each by a sentence.

3. Name the part of speech of each word in the following sentence: "Oh, John! Take the big dog away from his master and tie him."

4. Write the plural of the following words: *Man, child, day, box, fly, valley, knife, key, I, he.*

5. (*a*) Give the comparison of the following adjectives: *Large, good, beautiful.*

(*b*) Write a sentence containing the superlative form of *happy.*

(*c*) Write an interrogative sentence containing the word *Rizal* in the possessive form.

6. Give the possessive singular and plural of the following words: *Elephant, farm, country, fox, woman.*

7. Put the following words into good, clear sentences: *Country, there, their, our, rainy.*

8. Write these addresses in proper form: Henry L. Dodge is a physician whose office is at 419 Cutter Street, Boston, Massachusetts. Miss Sarah Bacon resides in San Francisco, California, at 2234 Pacific Avenue.

9. Write sentences using correctly the following punctuation marks: Period, comma, interrogation point, exclamation point, and quotation marks.

10. Explain why the italicized words begin with capital letters: *When I* saw *John* in *Manila,* I said to him, "*Are* you coming to see me soon?"

History of the United States and the Philippine Islands.—1. At the time of Columbus what was the general opinion as to the size and shape of the earth? Describe the first voyage of Columbus to America.

2. What three important European nations were the principal ones in settling America? State in what parts of America each settled.

3. Give a description of the inhabitants of America at the time of its discovery.

4. What were the causes that made the American colonists declare themselves independent of Great Britain? When was independence declared?

5. Who was the first President of the United States? Give a short account of his life.

6. Who is the present President of the United States? For how long a time is the President elected?

7. Why is the United States to-day considered a strong and powerful nation?

8. Who was Magellan? Describe briefly his last voyage and his death.

9. Who was José Rizal? Give a brief account of his work for the Filipino people.

10. In what year and how did the United States come into possession of the Philippines?

Hygiene.—1. Explain why frequent bathing is beneficial.

2. Why is it important that children should form correct habits of sitting, standing, and walking?

3. Why is it necessary to breathe pure air? Give some bad effects from breathing impure air.

4. How and why should we care for the teeth?

5. What are the benefits of exercise? Why is outdoor exercise better than indoor exercise?

6. (*a*) What organ of the body forces the blood through the system?

(*b*) Of what use are the lungs?

7. In what way do alcoholic beverages injure the human body?

8. In reading why should we not sit facing the light?

9. Why should we not bathe immediately after eating?

10. Where does digestion take place?

Bookkeeper examination.

SEC. 17. Time allowed, nine hours. Application Form No. 2. Entrance salary, usually $1,200. The names of competitors who fail on the subject of bookkeeping but obtain an eligible rating on the first grade subjects will be entered on the first grade register. At the request of this Board the bookkeeper examination is held at frequent intervals in the United States by the United States Civil Service Commission. The following are the subjects and weights:

	Weights.
1. First grade examination (see sec. 11)	35
2. Practice of bookkeeping	50
3. Experience and training	15
Total	100

Competitors may take, in addition to the regular subjects of the bookkeeping examination, the following optional subjects of the assistant examination: "Practical questions on auditing of accounts," "Practical questions on disbursements," "Expert accounting." (See sec. 14.)

The following specimen questions and tests indicate the general character of the second subject:

Practice of bookkeeping.—The first exercise is given a weight of 2 and the second a weight of 1. (The practice of bookkeeping is given in English only.)

FIRST EXERCISE.

Instructions.—On the blanks furnished make the necessary double-entry journal entries for the transactions found in the memorandum below. Keep bank account separate from the cash account. Make no daybook entries:

August 2, 1897, James Worley began business with the following resources: Store building and lot, $4,250; cash in Market Bank, $1,750, in safe, $357.28; Wilton & Co.'s note for $658.50, dated July 28, due ten days after date. Liabilities were as follows: Account in favor of John R. Steeves for $450; note for $1,893.75 in favor E. P. Coleman, dated July 20, due sixty days after date, with interest at 6 per cent, interest accrued to date, $4.10.

August 4. Bought with check 10 shares Market Bank stock at 69. (Par value, $100.)

August 6. Bought of Graber Bros. merchandise worth $3,875. Gave in payment check for $400, balance on account.

August 7. Wilton & Co.'s note for $658.50 (mentioned in resources) has been protested for nonpayment. Protest fee, $1.65.

August 10. Sold J. Lovell Newell merchandise valued at $3,134.27. Received in payment at its present worth my note for $1,893.75 favor E. P. Coleman (mentioned in liabilities), present worth $1,900.38, balance on account.

August 12. Drew a sight draft on J. Lovell Newell for $325 and remitted it to Graber Bros. on account.

August 13. Sold to Abner Smith 10 shares Market Bank stock at 71 and received his check on Market Bank for amount.

August 14. Received of J. Lovell Newell on account his draft at thirty days' sight on E. P. Coleman for $560. Presented above draft for acceptance and Coleman has accepted same payable at Market Bank.

August 14. Due W. H. McCord $50 salary for one-half month. Paid W. H. McCord one-half the amount due him in cash.

August 16. Discounted at 8 per cent my note for $1,800 given for sixty days at Market Bank and received credit for proceeds. Discount, $25.20.

SECOND EXERCISE.

From the data given below make out a balance sheet:

An August 31, 1897, James Corbin and John Smith, under the firm name of Corbin & Smith, had on hand as per inventory the following: Merchandise, $2,405; real estate, $7,800; stationery, $12.50. The footings of the accounts in their ledger were as follows:

Debit footings—James Corbin (member of firm), $260; cash, $2,875.25; Hartford Bank, $2,989; real estate, $7,500; merchandise, $6,650.89; bills receivable, $2,689; bills payable, $975.80; expense, $167.50; interest and discount, $40.78; Levi Williams, $900.

Credit footings—James Corbin (member of firm), $6,567.44; John Smith (member of firm), $7,897.50; cash, $1,297.28; Hartford Bank, $897.75; merchandise, $5,489.80; bills receivable, $1,600; bills payable, $1,275.80; interest and discount, $22.65.

Experience and training.—The rating on this subject will be based on the information furnished by the competitor in his application in answer to the questions relating to his education and business experience which would tend to qualify him for the position of bookkeeper.

Stenography examination.

SEC. 18. Time allowed, five and one-half hours, of which one and one-half hours are allowed for transcribing the stenographic notes. Application Form No. 2. Entrance salary, $1,200. The subjects and weights are as follows:

	Weights.
1. Arithmetic (first grade, see sec. 11)	5
2. Penmanship	5
3. Letter writing (first grade, see sec. 11)	5
4. Copying from rough draft (first grade, see sec. 11)	10
5. Stenography	75
Total	100

The practical test in stenography will consist of two exercises, a letter and a speech, each containing 260 words. The dictations are given to all the competitors

together. A preliminary test is given at the rate of 80 words per minute (and at no other rate) in order to familiarize the competitors with the examiner's manner of dictation. This preliminary test will not be considered a part of the examination, and should not be transcribed. The regular exercises (a letter and a speech are considered as one exercise) will then be dictated at different rates of speed as follows: 80 words, 100 words, 120 words, and 140 words per minute. A rating of 70 per cent in speed will be given when the dictation is at the rate of 80 words per minute, 80 per cent for 100 words, 90 per cent for 120 words, and 100 per cent for 140 words per minute. The competitors will be permitted to enter the regular tests at as many different rates of speed as they may desire, but they will be required at the conclusion of the tests to select the one which they wish to transcribe and be considered in the rating. Examiners will give competitors sufficient time to make the selections. The test which they select will be the only one which they will be permitted to transcribe, and the notes of all other tests will be taken up by the examiner. These notes will be forwarded to the Board, together with the other papers of the stenography examination, but will not be considered in the rating. The notes of the exercise transcribed should be attached to sheet 4 when the competitor surrenders that sheet. The notes may be transcribed either in longhand or with the typewriter.

The following dictation exercises indicate the general character of the exercises used in this examination:

Dictation exercises.—(*a*) The most important of all histories to an American is that of his own country, because it appeals to his patriotism, and in it is found as nowhere else, the story of the progress of the people. During the last fifty years the United States has contributed more than any other nation to the sum of human welfare and advancement, and while it has made the greatest progress in times of peace, it has not hesitated to draw the sword in behalf of justice and right. It is natural for an American to sympathize with any people fighting against oppression. Sympathy for the Cubans was expressed in party platforms, at public meetings, in the press and pulpit, and on the floor of Congress. The American people did not wish to go to war, but they were determined that the horrors in Cuba should cease. The continent was not broad enough for the continuance of two so antagonistic systems face to face, and the whole country knows by heart the story of the war that followed. An attempt at this early date to sum up all the consequences would be presumption, but two at least are already sure. At home, in the United States, points of compass are blotted out. For Americans there is now neither north nor south nor east nor west. There is only one common country. Abroad the Republic has made itself respected and recognized as it never was before. Its potent voice in behalf of humanity and freedom has been heard around the globe.

MANILA, *December 30, 1900.*

Honorable WILLIAM ATKINS,

Omaha, Nebraska.

SIR:

Replying to your letter of the 20th ultimo, I have the honor to state that hemp growing with ample capital is an industry which gives little trouble and from which large profits are realized in the Philippine Islands. The plant requires at least three years to arrive at the cutting stage, or four years if raised from the seed. A great advantage to the colonist in beginning to grow hemp is the fact that only a partial clearance is required, while newly opened up land is preferable, as on it young plants will sometimes throw up as many as thirty suckers. The great drawback to the person with limited capital is the impossibility of getting any return for his labor or making any profit on his outlay before three years at least.

After that period the risk is small, drought being about the only thing to be feared. The largest trees are usually left to shade the plants and young shoots so that only light rooting is absolutely necessary. No plowing is required and there is no special cropping season, as there is in the case of sugar, which, if neglected, results in a total loss of crop. No costly machinery has to be bought and left to the mercy of inexperienced hands, and no live stock need be maintained for field labor. For these reasons you will appreciate that the advantages of hemp cultivation compare favorably with those of any other agricultural pursuit in the Islands.

Very respectfully, JOHN ADAMS.

Typewriting examination.

SEC. 19. Time allowed, six hours. Application Form No. 2. Promotion above $1,000 will not be allowed on this examination. The following are the subjects and weights:

	Weights.
1. Arithmetic (first grade, see sec. 11)	5
2. Penmanship	10
3. Letter writing (first grade, see sec. 11)	10
4. Copying from rough draft (first grade, see sec. 11)	15
5. Tabulating	10
6. Copying and spacing	20
7. Writing from dictation	30
Total	100

The technical subjects of the typewriting examination consist of tabulating,

The technical subjects of the typewriting examination consist of copying from rough draft, tabulating, copying, and spacing, and writing from dictation, in all of which accuracy and speed are considered in the ratings. The exercise in copying from rough draft of first grade examination is given in this examination, the competitor being required to make a corrected copy of the exercise on the typewriter. In these technical subjects accuracy is given a weight of 3 and speed a weight of 2. The technical subjects are given in the English language only.

The following indicates the general character of the technical exercises in this examination, other than the rough draft exercise already referred to:

Tabulating.—(Preliminary tests on the machine will not be permitted, but a rough draft of the table may be made with pencil or pen on scratch paper and copied with the typewriter on the accompanying blank sheet. The time consumed in making the rough draft will be included in the time allowed for the exercise.)

Write the following facts with the typewriter, in tabular form, in five columns, with proper headings (general heading and column headings), without abbreviations. (The figures given below are not considered as abbreviations.) The general heading should be brief and should indicate clearly the facts which are shown in the table, and each column heading should indicate the facts which are given in that column. The table should not exceed 66 spaces in width.

According to the statistics for 1882 of some of the British colonies, British India had an area of 868,314 square miles and a population of 198,790,853. The imports were valued at £68,156,654 and exports 89,098,427 pounds sterling. The imports and exports for the Straits Settlements were valued at 18,676,766 and 17,260,138 pounds sterling, respectively, while the population was but 423,384, and the area 1,472 square miles. Ceylon, with a population of 2,763,984 and an area of 25,365 square miles, exported goods valued at £3,161,262, and received in imports 4,811,-451 pounds. Australia covers 3,161,842 square miles, with exports and imports, respectively, 54,572,756 and 64,001,120 pounds, while her population was 2,742,550. The area of the Fiji Islands was 7,740 square miles, the population 127,095, and

the imports and exports, respectively, 434,522 and 345,344 pounds in value. The exports of the Falkland Isles amounted to 101,338 pounds, the population 1,553 in an area of 6,500 square miles, and the imports were 67,848 pounds. St. Helena had a population of only 5,059 people, but received in imports 63,786 pounds in value, and made exports to the amount of 23,406 pounds, with an area of but 47 square miles. The exports from the British colonies in North America amounted to 20,150,309 pounds, and the imports to the same were 25,599,657 pounds. The area of this district was 3,510,592 square miles, with a population of 3,832,632. The area of Cyprus was 3,595 square miles, the population 186,173, and the imports and exports amounted to 296,868 and 266,210 pounds, respectively, in value. (In this exercise pounds will be understood as pounds sterling.)

Copying and spacing.—The competitor is required to copy an exercise similar to the one shown in reduced size on the following page, reproducing it in every particular, including punctuation and other marks, and preserving all spaces between lines and between words, figures, and characters, and the relative positions of the lines and words on the sheet.

The copy furnished to the competitor is a photo-lithograph of a sheet which has been typewritten and so prepared that it may be reproduced on any style of typewriting machine.

Writing from dictation.—One of the examiners will dictate to each competitor separately, in groups of five or six words at a time, a passage of about 175 words, which the competitor will be required to write with the typewriter. As speed is an important element in this exercise, the examiner will read as rapidly as the competitor may desire and indicate. The examiner will give all the punctuation marks. The sheet will be surrendered immediately after the competitor has finished writing the exercise, no time being allowed for corrections. The following is a specimen exercise in dictation:

In view of the facts above set forth it must be admitted that the average native has never, as yet, had a fair opportunity to show what he can do. He is, at all events, keenly alive to the disadvantages under which he has thus far labored and is strongly desirous of securing better educational advantages. In the opinion of the Commission the present number of primary schools should be increased as rapidly as possible until they meet the needs of the population. The necessary equipment for carrying on primary school work in accordance with modern methods should also be provided. Additional provisions should be made for the proper training of teachers, and their salaries should be placed at such figures as to afford at least a respectable livelihood for those to whom is entrusted the all-important task of educating the youth of the Philippines.

Junior typewriter examination.

SEC. 20. Time allowed, six hours. Application Form No. 2. Entrance salary, $300 to $420. The names of competitors who fail on the typewriting subjects but obtain an eligible rating on the second grade subjects will be entered on the second grade register. The following are the subjects and weights:

	Weights.
1. Second grade examination (see sec. 12)	25
2. Copying from rough draft on typewriter (first grade, see sec. 11)	15
3. Copying from plain copy on typewriter (first grade, see sec. 11)	20
4. Writing from dictation on typewriter (see sec. 19)	25
5. Test in English	15
Total	100

The test in English consists of the translation of simple sentences from Spanish into English, and of interpreting from English into Spanish.

Copying and spacing.

Make on the accompanying sheet an exact copy of the following exercise, reproducing it accurately in every particular, including punctuation and other marks, and preserving all spaces between lines and between words, figures, and characters, and the relative position of lines and words on the sheet:

SILVER PURCHASES.

The total amount of silver purchased under the act of July 14, 1890, from August 13, 1890, the date when the act went into effect, to November 1, 1893, the date of the repeal of the purchasing clause, aggregates 168,674,682.53 fine ounces, costing $155,931,002.25, the coining value of the same in silver dollars being $218,084,438. Of this amount there has been used in the coinage of 36,087,285 silver dollars 27,911,259.49 fine ounces, costing $29,110,186.61.

The amount wasted by the operative officers of the mints, and sold in sweeps, was 63,570.37 fine ounces, costing $62,535.64, leaving a balance on hand at the coinage mints of 140,699,852.67 fine ounces, costing $126,758,280, the coining value of the same in silver dollars being $181,914,961.

The quantity and cost of silver purchased during the fiscal year, and from July 1 to November 1, 1893, at each of the coinage mints is shown in the following tables:

DELIVERIES ON PURCHASES OF SILVER UNDER ACT OF JULY 14, 1890, FISCAL YEAR 1893.

Mints.	Fine ounces.	Cost.
Philadelphia	44,201,883.02	$37,627,652.17
San Francisco	3,813,013.56	3,208,521.52
New Orleans	4,964,208.02	4,187,902.52
Carson	1,029,058.00	867,298.32
Total	54,008,162.60	45,531,374.53

DELIVERIES ON PURCHASES OF SILVER UNDER ACT OF JULY 14, 1890. FROM JULY 1 TO NOVEMBER 1, 1893.

Mints	Fine ounces.	Cost.
Philadelphia	8,997,601.00	$6,581,593.83
San Francisco	1,231,351.70	901,488.47
New Orleans	1,386,116.55	1,011,543.41
Carson	302,589.53	220,895.61
Total	11,917,658.78	8,715,521.32

Stenography and typewriting (combined) examination.

SEC. 21. Time allowed, seven and one-half hours, of which one and one-half hours are allowed for transcribing the stenographic notes. Application Form No. 2. Entrance salary, $1,200. This examination is also held at frequent intervals in the United States for the Philippine service.

The following are the subjects:

SUBJECTS.

1. Arithmetic (first grade, see sec. 11).
2. Penmanship.
3. Letter writing (first grade, see sec. 11).
4. Tabulating (see sec. 19).
5. Copying from rough draft (see sec. 11).
6. Copying and spacing (see sec. 19).
7. Writing from dictation (see sec. 19).
8. Stenography, dictations and transcriptions (see sec. 18).

The subjects of arithmetic, letter writing, penmanship, and copying from rough draft will be required to be taken only once at the same time and place in connection with the examination for stenography and typewriting combined.

If a competitor passes in both stenography and typewriting, his name will be entered upon both registers. In addition to this, the ratings in the two examinations will be combined, a weight of 2 being given to stenography and a weight of 1 to typewriting, and with the rating thus obtained his name will be entered upon the combined stenography and typewriting register. If he passes in only one of the examinations, his name will be entered upon the register for the examination which he passes.

TRANSLATOR EXAMINATIONS.

SEC. 22. There are two grades of examinations for translator positions: (1) A translator examination and (2) a junior translator examination. The entrance salary for these positions varies according to the requirements of the vacancy to be filled and the ability of the eligibles. These examinations may also be taken in the United States.

Translator examination.

SEC. 23. The first six subjects of the first grade examination form a part of the translator examination, with a weight of 30 per cent, while the tests in translating are weighted 70 per cent. These tests are divided into two parts of equal weight, the first part consisting of two short exercises to be translated from English into Spanish and the second part of two similar exercises to be translated from Spanish into English. The translations must be made without the aid of a dictionary and the competitor is required to translate as closely as the idiomatic usage of the two languages will permit. Time allowed, seven hours. Application Form No. 2. The following are the subjects and weights:

	Weights.
1. Spelling (first grade, see sec. 11)	5
2. Arithmetic (first grade, see sec. 11)	5
3. Letter writing (first grade, see sec. 11)	5
4. Penmanship	5
5. Copying from plain copy (first grade, see sec. 11)	5
6. Copying from rough draft (first grade, see sec. 11)	5
7. Translating from English into Spanish	35
8. Translating from Spanish into English	35
Total	100

The following selections indicate the general character of the translator examination.

Make a close translation of the following into idiomatic Spanish:

(*a*) Although the Chinese have introduced telegraphs to a considerable extent throughout a great portion of the Empire, they still cling affectionately to their postal system, which remains much the same as it was hundreds of years ago. The Government employs runners on foot or couriers on horseback, who are stationed at intervals on the roads leading to the various provinces. Each man takes the missive, or whatever it may be, to the next station, where another messenger is waiting to take it on the next stage, and so on. By this means enormous distances are covered in an incredibly short space of time. Marco Polo relates that dispatches are received in this way within twenty-four hours from places which it would take an ordinary traveler ten days to reach. If the Chinese wished to have a properly organized postal service they could easily establish one.

(*b*) HYATTSVILLE, MD., *September 14, 1900.*

GENERAL SUPERINTENDENT OF EDUCATION,
Manila.

SIR:

I have observed from press notices that your Bureau intends to give the lipinos the best educational facilities, and that with this object in view you desire to secure competent teachers from the United States. In this connection I beg to state that I have had three years' experience in teaching in the primary and intermediate grades with uniform success, and if you have not already secured a sufficient number of teachers I will thank you to consider my name, since I am confident that as a result of my past experience I can render satisfactory service in the Philippines. Your attention is invited to the accompanying statements and recommendations from prominent educators in regard to my ability as a teacher.

Hoping to receive a favorable reply at an early date, I remain,

Very respectfully,

Make a close translation of the following into idiomatic English:

(*a*) Sin ir tan lejos como los fanáticos para quienes Stendhal es una divinidad, ó al menos un profeta, un Mahómeto, por haber anunciado la ley santa de la energía; reconociendo las deficiencias de Stendhal, escritor ó inventor, hay que saludarle, sin embargo, como á maestro de las generaciones contemporáneas; declarar que en muchos respectos se adelantó á su época; estimar su gallardo desprecio de la fama en vida, y, atribuyéndole la más fresca y viviente de sus comparaciones, decir que también él fué como la deshojada rama de las minas de Saltzburgo: obscuro al principio, sacáronle á luz después, y en sucesivas cristalizaciones ha ido revistiéndose de pedrerías y de luces misteriosas. Es justo añadir que Stendhal entendía bien la inmensa, la inextricable complicación del "corazón humano," y por eso sentaba como base el estudio del *carácter*, que no es otra cosa que, en psicología, el individualismo. Por tal concepto, está plenamente dentro de la doctrina romántica Stendhal.

(*b*) MANILA, *23 de Enero de 1903.*

Sr. D. JULIÁN BALIGOT,
Dagupan, Pangasinán, I. F.

MI DISTINGUIDO AMIGO:

Antes de contestar á su carta de fecha 3 de los corrientes, permítame Vd. que emplee una frase muy gastada por el uso—y aún por el abuso—pero que en esta ocasión resulta muy apropiada: "Midió Vd. á sus adversarios con la misma medida con que á Vd. le midieron"; pero esto no impide el que yo le diga que Vd.

no ha estado grosero como ellos. Ni una frase ni siquiera un equívoco, en todo su bien escrito artículo, puede denunciarle de tal. En todo él, campea la sátira culta, mordaz á veces, pero siempre oportuna. De ese modo los principios sustentados por Vd. quedaron á salvo de toda falacia y de la argumentación artificiosa con que suelen asecharle sus irreconciliables enemigos. En la política como en la literatura, es esencial ser oportunista.

He aquí, trazada, á vuela pluma, mi humilde parecer acerca de su última producción.

Esperando, pues, que Vd. me perdonará por no haber dedicado el tiempo que requiere tamaña obra, me reitero de Vd.,

Su servidor y afectísimo amigo, JUAN CANILLAS.

Junior translator examination.

SEC. 24. This examination consists of the subjects of the second grade examination with a weight of 30 per cent and tests in translating with a weight of 70 per cent. The translating tests in this examination are less difficult than in the examination for translator. They consist of two short exercises of about 100 words each to be translated from English into Spanish and exercises of the same length to be translated from Spanish into English. The translations must be made without the aid of a dictionary, and the competitor is required to translate as closely as the idiomatic usage of the two languages will permit. Time allowed, six hours. Application Form No. 2. The following are the subjects and weights:

	Weights.
1. Spelling (second grade, see sec. 12)	5
2. Arithmetic (second grade, see sec. 12)	5
3. Letter writing (second grade, see sec. 12)	10
4. Penmanship	5
5. Copying from plain copy (second grade, see sec. 12)	5
6. Translating from English into Spanish	35
7. Translating from Spanish into English	35
Total	100

The following selections indicate the general character of the tests in translation in this examination:

Make a close translation of the following into idiomatic Spanish:

(*a*) This gentleman has been waiting here some time to see the chief. He says he has come to make inquiry in regard to the papers which he sent to this office a few days ago. Some of the papers he wishes to withdraw as he has since found that they should have been forwarded to another office. When he called at the office of the collector he was told to come here, where he would obtain the information that he desires. I think the papers to which he refers are those in that large envelope on the desk of Mr. Brown.

(*b*) HONOLULU, H. I., *September 29, 1900.*

CIVIL SERVICE BOARD,
Manila.

GENTLEMEN:

Please let me know when you will hold an examination for clerk in the city of Manila. My home is in that city and I can leave here about December 1st, or will stay until January, if I can arrive in Manila in time for the examination. If you have any pamphlet or other printed information that will give me an idea of the character of the examination, I should be pleased if you would send me a copy so

that I may prepare myself as much as possible before I arrive at Manila, which will probably be in February.

Very respectfully, WILLIAM WILSON.

Make a close translation of the following into idiomatic English:

(*a*) Á los diez años daba yo malas muestras de mi persona, y mis travesuras eran menos inocentes que las de los otros niños. En los tiempos de los nidos, corría los campos, trepaba á la copa de los más altos álamos, escalaba las puntas de los riscos cubiertos de hiedra, penetraba en los bosques más sombríos; ni perdonaba, como los otros chicos, á la alegre golondrina que habitaba en el hogar del labrador; antes bien, asechaba en que estos acudían á sus labores para abrir sus ventanas ó sus puertas, coger los pajarillos ó quebrar los huevos y destruir el nido. Las mujeres me trataban de sacrílego y sólo toleraban estos atentados por consideración á la bondad y á las virtudes de mi padre.

(b) LIPA, BATANGAS, *15 de Julio de 1901.*

Sr. D. JOHN SMITH,
Hotel de Oriente, Manila, I. F.

MUY SR. MÍO:

Por referencias hechas por el Sr. Álvarez, me he enterado de que Vd., hablando de la agricultura del país, ha sugerido á los cosecheros de esta hermosa región que fué un tiempo productor del mejor café del mundo, la conveniencia de sustituir á la siembra del café con la del té ó *cha*, como solemos llamarlo en el país, probándolo con el ejemplo práctico y positivo suministrado por la India.

Teniendo por una parte la recomendación del Sr. Álvarez, y por otro el afán que Vd. siempre ha demostrado por el progreso y bienestar de este país, me permito dirigirle la presente, para rogarle me indique los procedimientos y recursos que han adoptado los de la India para introducir en su país la siembra de esta planta genuinamente chínica.

Dándole las gracias y esperando su contestación, me quedo su seguro servidor,

JOSÉ LUZ.

Interpreter examinations.

SEC. 25. There are two grades of examinations for interpreters: (1) An interpreter examination and (2) a junior interpreter examination. The entrance salary for these positions varies according to the requirements of the vacancy to be filled and the ability of the eligibles.

The subjects and weights of the interpreter examination are the same as those for the translator examination (see sec. 23) except that the seventh subject consists of interpreting from English into Spanish, and the eighth of interpreting from Spanish into English. Time allowed, six hours. Application Form No. 2. The tests in interpreting include short questions and answers on different subjects in English, aggregating about 300 words, which are to be interpreted into Spanish, and similar exercises in Spanish which are to be interpreted into English. No competitor will be given any credit on the interpreting tests of this examination if his rating on the subjects of the first grade examination is less than 60 per cent.

The subjects and weights of the junior interpreter examination are the same as those for the junior translator examination (see sec. 24) except that the sixth subject consists of interpreting from English into Spanish and the seventh of interpreting from Spanish into English. Time allowed, five hours. Application Form No. 2. The tests in interpreting include short questions and answers on different subjects in English, aggregating about 200 words, which are to be interpreted into Spanish, and similar exercises in Spanish, which are to be interpreted

into English. The interpreting tests of the junior interpreter examination are less difficult than of the interpreter examination. No competitor will be given any credit on the interpreting tests of this examination if his rating on the second grade examination is less than 60 per cent.

Clerk of court.

SEC. 26. This examination will be given in either English or Spanish as the applicants elect, but they should possess a knowledge of both the Spanish and English languages. Time allowed, two days of six hours each. Application Form No. 2. The salary is $1,200, except in districts where a greater or a less salary is specially prescribed by law. The following are the subjects and weights:

	Weights.
1. Spelling (first grade, see sec. 11)	7.5
2. Arithmetic (first grade, see sec. 11)	5
3. Letter writing (first grade, see sec. 11)	10
4. Penmanship	7.5
5. Copying from plain copy (first grade, see sec. 11)	7.5
6. Copying from rough draft (first grade, see sec. 11)	7.5
7. History and government of the United States, and geography (first grade, see sec. 11)	5
8. Practical questions relating to the general and special duties of clerk, and definitions of a few of the most ordinary legal phrases and terms	30
9. Tests in interpreting or translating	20
Total	100

The following are specimen questions in this examination:

1. What are the duties of the clerk in general?
2. What is a docket?
3. What must the book of *final record* contain?
4. What is a subpœna?

(*a*) Who may issue a subpœna? (*b*) What is subpœna *duces tecum*?

5. What must the clerk do when a defendant excepts to the plaintiff's bond in an action for *manual delivery of personal property*?
6. When and how are the costs taxed by the clerk?
7. What are the powers of clerks of Courts of First Instance with reference to administering oaths?
8. What fee may lawfully be charged by the clerk of the Supreme Court for filing a bill of exceptions or an appeal, and for other duties performed by him in connection therewith?
9. What entries are to be made by the clerk in the book of final record upon the termination of an action?
10. Define the following terms:

(*a*) *Injunction.*
(*b*) *Rehearing.*
(*c*) *Adjournment* as distinguished from *continuance.*
(*d*) *Deposition* as distinguished from *affidavit.*

Draftsman examination.

SEC. 27. Examinations for draftsmen for original and constructive work, whether mechanical, architectural, or topographical, will be given only when the needs of the service require. If competent draftsmen are not obtainable in the

Philippine Islands such positions will be filled as a result of examinations held by the United States Civil Service Commission. Application Form No. 2. Entrance salary, $1,200 to $1,600.

Junior draftsman or tracer examination.

SEC. 28. Time allowed, two days of six hours each. Entrance salary, $300 or $360. The following are the subjects and weights:

	Weights.
1. Letter writing (second grade, see sec. 12)	10
2. Penmanship	10
3. Drafting or tracing	60
4. Experience and training	20
Total	100

This examination is a general one from which eligibles may be obtained for certification to fill vacancies in the several Bureaus of the Philippine civil service; therefore, applicants should state the kind of drafting with which they are familiar, whether mechanical or architectural, such as drawing and designing, or topographical, such as map and chart work. This information will determine the character of the tests for each applicant in the third subject, namely, drafting. Training and experience are rated on the evidence contained in Form No. 2.

Civil engineer examination.

SEC. 29. This examination is held from time to time as the needs of the service require. When eligibles are not obtainable in the Philippine Islands, a request for competent persons to fill vacancies is made upon the United States Civil Service Commission. Time allowed, two days of seven hours each; subjects 1 and 2 are given on the first day and subjects 3 and 4 on the second day. Application Forms Nos. 2 and 47. Entrance salary, $1,200 to $1,800.

	Weights.
1. Pure and applied mathematics	15
2. Use and care of field and office instruments	15
3. Theory and practice of surveying	20
4. Designs and construction	25
5. Education and experience	25
Total	100

Subject 1 covers practical questions involving a knowledge of arithmetic; algebra involving the solution of quadratic and similar equations; geometry including original propositions and the properties of solids; trigonometry including triangles and the theory and use of logarithms; theoretical and applied mechanics involving problems in tension, compression, and shear; hydrostatics, and the flow of water in pipes and channels.

Subject 2 includes the level; the transit and methods of triangulation, and stadia work; the plane table; tapes and base line work; the current meter; the sextant; the planimeter; and other instruments.

Subject 3 includes land, road, topographic, and hydrographic surveys, and the computation of areas and locations connected therewith; field notes; sketching and mapping.

Competitors must furnish themselves with a drawing board not less than fifteen inches square, a "T" square, one or two triangles, a protractor, one scale 1 inch to 50 feet and one $\frac{1}{4}$ inch to the foot, drawing ink, and pencils. Drawing paper and the necessary logarithmic tables will be furnished to the competitor.

Subject 4 involves an elementary knowledge of the designing and construction of highways and streets, railroads, dams, retaining walls and embankments, foundations, trusses, sanitation, etc.; also of materials of construction, testing, and estimates.

Subject 5 covers (*a*) technical education; (*b*) practical knowledge of mechanical trades; (*c*) practical experience as a surveyor or civil engineer, or in any engineering position; (*d*) age and present occupation.

The Government desires the services of technically trained, capable, and experienced engineers. Roads must be repaired and extended, and bridges constructed, for the transportation of agricultural products to the markets and for the development of mail routes. Several large mechanical plants now in operation will be continued for some time. Provision is made for river and harbor improvements. General topographic surveys, other than the Coast and Geodetic surveys, and sewerage and waterworks systems are projected. There is need for civil, sanitary, mechanical, and electrical engineers, which demand will materially increase with the application of modern methods in production and manufacturing.

The following are specimen questions in this examination:

Pure and applied mathematics.—NOTE.—Maximum time allowed on this subject is three hours. Competitors will answer four, and only four, of these questions. Logarithmic tables will be furnished by the examiner.

Question 1. A cylindrical tank that is 25 feet long, with cross section a circle 66 inches in diameter, ends flat, lies with its ends vertical. If it is filled with water to within 16 inches of the top (measured on the vertical diameter), how many gallons of water are contained? Inside measurements given.

(1 gallon = 231 cu. in.)

Question 2. Given $a=177.01$, $b=216.45$, $A=35° 36' 20''$; find the other parts of the triangle.

Question 3. The length of a rectangular grass plat exceeds three times its breadth by 1 ft., and its area is 4,840 sq. ft. It is surrounded by a walk whose area is 3,222 sq. ft. Determine the width of the walk.

Question 4. If the coefficient of linear expansion for iron per 1° C. is equal to .000012, what will be the length of a bar that is 55 ft. long at 60° F. when the temperature of the bar is 75° F., both ends being free? If the ends are fixed, what will be the amount of stress in the bar caused by this rise in temperature, taking E equal to 30,000,000?

Question 5. A rectangular beam, *b* inches broad, *d* inches deep, and L feet clear span, can just bear safely a concentrated center load = W. What load can it just safely bear at a point half way between center and point of support; and if the load be the same in both cases, how much may the depth be diminished in the second case so that the beam may be equally strong?

Question 6. Calculate the discharge in cubic feet per hour through an opening, 4 inches in diameter, in a vertical plane partition under a constant pressure of 40 lbs. per sq. in. Assume ratio of actual to theoretical velocity as .975, and ratio of contracted vein to that of opening as .65.

($g = 32.2$ ft. per sec.)

Use and care of field and office instruments.—NOTE.—The competitor will answer three, and only three, of these questions:

Question 1. State clearly and explain the method of making the bubble adjustment in the wye level.

Question 2. In measuring the horizontal angle between two points at different elevations, with a transit, which adjustments are essential to a correct reading, and how may the angle be measured in order to eliminate the effects of errors in these adjustments? Give, in clear terms, the reasons for your answer.

Question 3. How is a transit prepared for stadia work, and how is the rod graduated? State clearly and describe briefly the theory on which stadia measurement is based.

Question 4. Describe the construction of one, and only one, of the following: The plane table, the planimeter, the slide rule. State the use to which it is put.

Theory and practice of surveying.—NOTE.—Maximum time allowed on this subject is three hours.

Question 1. (*a*) Describe how you would lay out a 1½° railroad curve beginning at station 124+40 and ending at station 129+35, and also how you would set station stakes 130, 131, etc.

(*b*) State clearly the difference between the methods of direction and of repetition in measuring horizontal angles.

(*c*) If you have to produce a straight line with a transit, state how you would proceed in order to obtain the best possible result.

In the remaining questions assume a piece of land surveyed, having five sides, one corner inaccessible to transit, and one side with obstructions to measurement:

Question 2. (*a*) Give sample page of field notes.

(*b*) Describe the method of determining the true azimuth of any one of the boundary lines.

Question 3. Answer either one of the following two questions:

(*a*) Compute by the method of latitude and departures the area of the land surveyed.

(*b*) Compute the coördinates of the boundary line with respect to any lines of reference.

Designs and construction.—NOTE.—Answer two of the three questions that immediately follow. Put a check mark (√) opposite each question that you answer:

Question 1. (*a*) Make a complete pen-and-ink sketch cross-section of one-half of a 60-foot city street for heavy traffic, with 12-foot sidewalk. Show clearly the method of construction and of drainage, and show position of sewers and water and gas-main pipes. Give dimensions necessary to a clear understanding of your sketch.

(*b*) Describe in detail a good method of giving lines and grades for large-size water pipes.

(*c*) State in order and describe briefly the steps you would take to measure the discharge of a nontidal stream not less than 200 feet wide, and of average depth between 10 and 20 feet.

Answer two of the three questions that immediately follow:

Question 2. (*a*) Name the defects and conditions that affect the durability or strength of timber. State the cause of each, and if preventable name a remedy.

(*b*) Define first-class fat lime. State the precautions to be observed in the selection of rock, in burning, and in subsequent handling, to insure best quality on delivery.

(*c*) Write a short specification for the materials for concrete to be used in heavy foundations, and give the quantities of each per 1,000 cubic yards in place. Specify particularly the manner of mixing, laying, and ramming.

Answer two of the three questions that immediately follow:

Question 3. (*a*) A steel built column rests upon a foundation of concrete and steel beams, with granite cap. The total weight resting on the stiff clay subsoil is 200 tons. Design the foundation so that the pressure on the clay shall be practically 1½ tons, and on the concrete not over 10 tons per square foot. Give neat pen-and-ink sketches of plan and sectional elevation of foundation, showing base and part of column, and give principal dimensions.

(*b*) Make a pen-and-ink sketch cross section of a surcharged retaining wall 20 feet high, retaining ordinary earth. Give all dimensions and method of determin-

ing them. If the wall is built of ashlar face and coursed rubble backing, give the quantities per hundred lineal feet of wall of all materials required.

(c) Name and describe briefly three common methods of driving piles, and state under what conditions each may be adopted. Describe briefly the testing and estimation of the bearing capacity of a driven pile.

Examinations for mechanical engineers, electricians, inspectors, etc.

SEC. 30. Examinations will be held for these and similar positions, the performance of the duties of which requires skill, special training, and, in many cases, executive capacity. Application Forms Nos. 2 and 35. The following are the subjects and weights:

	Weights.
1. Second or third grade examination (see secs. 12 and 13)	25
2. Appropriate practical questions	50
3. Experience and training	25
Total	100

The practical questions vary according to the class and character of the positions and are adapted to the duties required to be performed in each. The rating of the third subject is determined on the evidence of experience and fitness shown on Forms Nos. 2 and 35, which must be completed and filed as the application for examination.

Scientific aid examination—Bureau of Government Laboratories, Bureau of Agriculture, and Bureau of Forestry.

SEC. 31. Applicants for this examination should be graduates of a college which includes in its curriculum a course of study in medicine, or in some of the allied subjects of medicine, in agriculture, or in forestry. This examination offers an opportunity for young men immediately after being graduated to pursue practical post-graduate courses in tropical agriculture and in tropical forestry. With the development in agriculture and in forestry in the Government's insular possessions, men well equipped in these lines will be in demand. Appointments will be made at a nominal salary, probably not to exceed $600 per annum, and after one year opportunity will be given to secure an appointment to a regular position in this service, if so desired.

Following are the subjects and weights of this examination:

	Weights.
1. College course, with bachelor's degree	50
2. Post-graduate course and special qualifications	25
3. Thesis or other literature	25
Total	100

Letter carrier examination.

SEC. 32. Time allowed, five hours. Application Form No. 2. The entrance salary of unmounted carriers is usually $360. The higher classes are filled by promotion. All the carriers will be required to provide at their own expense a uniform which will be prescribed by the Director of Posts. The mounted carriers will be required to provide their own conveyances. Carriers will be required to keep their uniforms and conveyances in good condition, subject to the inspection and approval of the Director of Posts. The work of the carriers will be to collect and deliver

mail in the various sections of the city at stated intervals each day. The following are the subjects and weights:

	Weights.
1. Spelling (second grade, see sec. 12)	10
2. Arithmetic (second grade, see sec. 12)	10
3. Penmanship	15
4. Copying from plain copy (second grade, see sec. 12)	10
5. Local delivery	20
6. Reading addresses	20
7. Simple test in English	15
Total	100

Local delivery.—The questions under this head will relate to the location of buildings, streets, plazas, etc., in the city of Manila.

Reading addresses.—This test will consist of the reading of twenty-five cards, on each of which are written a name and an address, one-half of them being written in Spanish and the remainder in English. As soon as convenient during the day of the examination, each competitor will be taken aside for this exercise. If the reading is completed in one and one-half minutes, the competitor will receive 100 for speed, and a proportionate deduction will be made for time consumed in excess of one and one-half minutes, as shown in the regulations for rating the exercise in reading addresses. If the reading is not completed at the expiration of five minutes the competitor will be stopped and a proportionate deduction will be made for each card not read. Speed and accuracy have equal weight in determining the rating on this exercise. Each name and address on a card must be read in full without abbreviation. If an address or part of an address is incorrectly read and correctly read the second time, the second reading will be ignored and the competitor will simply lose time by repeating. Every error, abbreviation, or omission will be noted on the sheet by the examiner. The sheet containing the addresses in printed form for the examiner's guide in rating this exercise must not be handled by the competitor. No sample cards can be furnished applicants.

The test in English consists of the translation of simple sentences from Spanish into English, and of interpreting from English into Spanish.

EXAMINATIONS FOR THE WEATHER BUREAU SERVICE.

SEC. 33. Time allowed, seven hours. Application Form No. 2. The stations throughout the Archipelago are classified according to importance. The positions of the first class are filled by chief observers with a salary of $600, the second-class stations by observers at $300. Vacancies occurring in the higher positions of observers are filled according to merit by promotions from the lower positions. The following are the subjects and weights:

First-class observer examination.	Weights.
1. Spelling (second grade, see sec. 12)	4
2. Arithmetic (second grade, see sec. 12)	10
3. Letter writing (second grade, see sec. 12)	10
4. Penmanship	3
5. Copying from plain copy (second grade, see sec. 12)	3
6. Theory of meteorology	21
7. Practice of meteorology	27
8. Theory of seismology	7
9. Practice of seismology	6
10. Algebra	3
11. Geography of the Philippines	6
Total	100

Second-class observer examination.

	Weights.
1. Spelling (third grade, see sec. 13)	4
2. Arithmetic (third grade, see sec. 13)	10
3. Letter writing (third grade, see sec. 13)	10
4. Penmanship	3
5. Copying from plain copy (third grade, see sec. 13)	3
6. Theory of meteorology	24
7. Practice of meteorology	30
8. Theory of seismology	7
9. Geography of the Philippines	9
Total	100

No specimen questions of subjects other than the grade subjects are given.

Examination for medical inspector, physician, etc.

SEC. 34. Time allowed, two days of seven hours each; the first four subjects are given on the first day and the remaining subjects on the second day, except that of experience and training, which is rated on the evidence submitted by the applicant in his application papers. Application Forms Nos. 2 and 47. Entrance salary, $2,000. Applicants for this examination must be graduates of reputable medical colleges. The following are the subjects and weights:

	Weights.
1. Letter writing on a medical subject	5
2. Anatomy and physiology	10
3. Surgery and surgical pathology	20
4. Chemistry, materia medica, and therapeutics	10
5. Bacteriology and hygiene	15
6. General pathology and theory and practice of medicine	20
7. Obstetrics and gynecology	5
8. Experience, training, and fitness	15
Total	100

The following specimen questions indicate the scope and general character of the subjects of this examination:

Letter writing.—Write a letter of not less than 200 words addressed to the "Philippine Civil Service Board, Manila, P. I.," on the following subject:

Practical sanitation applicable to the habitations of the lower classes in the Philippine Islands.

This exercise in letter writing is designed chiefly to test the competitor's skill in composition. In rating the letter its errors in form and address, spelling, capitalization, punctuation, syntax, style, and its adherence to and treatment of the subject will be considered.

Anatomy and physiology.—1. Locate and give relations of each of five abdominal organs.

2. Name the muscles that are instrumental in the movements of the eyeball, and give the origin, insertion, and innervation of each.

3. Describe the ankle joint.

4. Give the anatomy of inguinal hernia.

5. Name all the branches of the aorta above the diaphragm.

6. What fermentations does the urine undergo after being voided?

7. What is the glycogenic function of the liver?

8. What is the difference between fermentation and putrefaction?

9. Enumerate the phosphates ingested and eliminated and show their importance in the animal economy.

10. Give one function of each of the following organs: Semicircular canals, iris, pancreas, cerebellum, spleen.

Surgery and surgical pathology.—1. Describe various forms of conjunctivitis and give the treatment for each form.

2. Describe the usual means and methods of producing anæsthesia, both local and general.

3. State five complications that may follow abdominal section, and give treatment of each.

4. Describe remedial measures for varicose veins of the leg.

5. Differentiate anatomically between the following forms of inguinal hernia: Oblique, direct, complete, and incomplete.

6. Name different forms, and give the etiology and treatment of peritonitis.

7. Give the etiology and treatment of chronic cystitis in the male.

8. Give a diagnosis between prostatitis and cystitis.

9. Describe two surgical operations for the relief of stricture of the urethra.

10. Describe the changes that occur in inflammation.

Chemistry, materia medica, and therapeutics.—1. Give two methods of preparing chlorine.

2. What is formaldehyde? State how it is prepared and how used.

3. Give the product and uses of sulphur burned in air. Explain the bleaching property of sulphur.

4. What is glycerin? Give its chemical properties. How is it obtained?

5. Name five of the preparations of iron and give the medicinal uses and dose of each.

6. Give the physiologic actions and the therapeutic uses of the simple bitters. How do they differ from the aromatic bitters?

7. Give the physiologic action, medicinal uses, and preparations with doses of belladonna.

8. Describe serum therapy. Illustrate its use.

9. What is meant by cholagogue, demulcent, mydriatic, oxytocic, and anthelmintic? Name a drug as an illustration of each class and give the dose of each one mentioned.

10. What is the usual composition of baking powders? How are they adulterated? What is their mode of action?

Bacteriology and hygiene.—1. Describe the microörganism either of bubonic plague or of malaria.

2. Describe the pathogenic organism which produces typhoid fever.

3. Give a classification of bacteria and name an organism illustrating each class.

4. Of the pathogenic microörganisms name two of the most important animal parasites and the disease produced by each.

5. Name four diseases transmissible from domesticated animals to man and give the pathogenesis of any one of them.

6. What is the best method of disinfecting (*a*) water closets, (*b*) a house, (*c*) the clothing of persons who have infectious diseases?

7. Describe a method by which the occurrence of lead in water is demonstrated.

8. What steps should be taken to render polluted water harmless?

9. How should one treat a corpse where death occurs from an acute infectious or contagious disease? How should one disinfect a house in which had occurred bubonic plague?

10. In the absence of a system of sewerage and of a modern system of water

supply what are the best methods for the disposal of excreta and for securing a supply of pure water?

Theory and practice of medicine and general pathology.—1. Describe amoebic dysentery and outline appropriate treatment.

2. Give the pathology, differential diagnosis, and treatment of bubonic plague.

3. Give the physical signs of acute pleurisy (*a*) before effusion and (*b*) after effusion.

4. Describe beriberi, giving symptoms, pathology, diagnosis, prognosis, and treatment.

5. Give the diagnosis and indications for treatment of a case of membranous croup.

6. Give a differential diagnosis between gout, chronic articular rheumatism, and rheumatoid arthritis.

7. Give the etiology, diagnosis, and sequelæ of Asiatic cholera.

8. Define hematemesis, hemoptysis, melena, hemophilia, and epistaxis.

9. Give the symptoms preceding the eruption (*a*) of scarlatina and (*b*) of rubeola, and name the sequelæ of each.

10. Give the characteristics of each of the following: Lithemia, chlorosis, leucocythemia, and Addison's disease.

Obstetrics and gynecology.—1. How are phthisis and organic heart lesions modified by pregnancy?

2. A woman having missed two successive periodic functions (menstruation) suspects pregnancy as the cause; state the method or methods by which the physician would arrive at a positive diagnosis.

3. What is the principal danger to the child during labor in a breech presentation, and what should be done to reduce the danger to a minimum?

4. If the presenting part in a labor case is the shoulder, what should be done to render delivery possible, and how should it be done?

5. What are the indications for the use of forceps in a labor case? What two general classes of forceps are used?

6. What are the symptoms of uterine fibromata?

7. How should hypertrophy of the cervix uteri be treated?

8. What means are employed for the correction of displacements of the uterus?

9. Enumerate the sequelæ which frequently follow abortion.

10. Describe in detail the operation for the removal of an ovarian tumor.

Municipal physician.

SEC. 35. Time allowed, two days of five hours each, the first four subjects being given on the first day. Application Forms Nos. 2 and 47. The salary of municipal physician is $750. The subjects and weights of the examination for these positions are the same as those for medical inspector, but the examination is less rigid and the questions and tests are fewer in number and simpler in character than those of the examination for medical inspector.

Examination for veterinarian.

SEC. 36. Time allowed, seven hours. Application Forms Nos. 2 and 47. Entrance salary, $1,400 or $1,600. The following are the subjects and weights:

	Weights.
1. Letter writing	10
2. Veterinary anatomy and physiology	20
3. Veterinary pathology	20
4. Veterinary practice	40
5. Experience and training	10
Total	100

Wherever the duties of the position are principally those of inspector, the examination will be the same as that given for veterinarian except that questions on meat and animal inspection will be included under the subject of veterinary practice.

The subject of experience and training is rated on the evidence submitted by the applicant with his application.

The following are specimen questions in this examination:

Letter.—Write a letter of not less than 250 words on the bacteriology of any two important tropical diseases of domesticated animals.

Veterinary anatomy and physiology.—1. Describe in detail the general appearance of healthy live animals.

2. Name and describe the principal differences between the alimentary canal of a horse and that of a cow.

3. Describe the appearance (*a*) of normal mucous membrane and (*b*) of normal mammalian blood.

4. Describe the functions of the liver.

5. State the functional relations between the kidneys and the skin.

Veterinary pathology.—1. What is putrefaction? What is its cause, and by what conditions is it favored?

2. Describe (*a*) septicæmia and (*b*) pyæmia, giving causes, pathology, and the diseases of domesticated animals with which each may be associated.

3. Define *œdema, jaundice, diapedesis, suppuration,* and *aneurism.*

4. State fully the pathologic lesions characteristic of anthrax.

5. What two important diseases of cattle are caused by fungi? Give the pathology characteristic of each.

Veterinary practice.—1. Give the causes, symptoms, and treatment of laminitis.

2. What is the cause of tetanus? Describe characteristic symptoms and give treatment.

3. Describe the mallein test, giving conditions under which you would not employ the test and conclusions on a 2.5° F. rise of temperature.

4. Give causes, symptoms, and medical treatment of azoturia.

5. Describe the symptoms of each of the following-named diseases: Maladie du coit or dourine, influenza, and strangles.

Trained nurse.

SEC. 37. Time allowed, seven hours. Application Form No. 2. Salary, $720 with board and quarters. Applicants must be graduates of recognized training schools, and have had at least one year's subsequent experience in a modern and well-equipped hospital. Age limits, 20 to 35.

The following are the subjects and weights:

	Weights.
1. Anatomy and physiology	5
2. Hygiene of the sick room	20
3. General nursing	20
4. Surgical nursing	20
5. Obstetrical nursing	20
6. Experience and training	15
Total	100

No specimen questions are furnished at this time. The scope of the examination is within the limits of the usual course of study and required practical training for graduate nurses.

Hospital attendant.

SEC. 38. Time allowed, six hours. Application Form No. 2. Entrance salary, $600, with board and quarters. The following are the subjects and weights:

	Weights.
1. Second grade examination (see sec. 12)	25
2. Practical questions	40
3. Experience and training	35
Total	100

The following are specimen questions in the second subject of this examination:

1. Give the personal hygiene applicable to a new patient on being received at a hospital.

2. Describe the care and condition of a properly kept ward or sick room.

3. Name and describe five mechanical appliances used for relief of bed patients.

4. State how cleanliness may be maintained in a sick ward.

5. Name three disinfectants in common use and describe the application and use of each one named.

6. What cautions should be observed in handling and giving medicines?

7. Describe the preparation of a patient for a major surgical operation.

8. Describe the preparation of the bed for a bed patient and the manner of changing the sheets, pillows, and patient's linen.

9. State fully the care to be taken of a room: (*a*) While occupied by a patient with an infectious disease; (*b*) after his removal therefrom.

10. What disposition should be made of the excreta of a typhoid fever patient?

Pharmacist and dispensing clerk examination.

SEC. 39. Time allowed, two days of six hours each. Application Form No. 2. Salary, $600 to $1,000, with quarters. The examination comprises the following subjects and weights:

	Weights.
1. Second grade examination (see sec. 12)	25
2. Pharmacy and chemistry	30
3. Materia medica	20
4. Experience and training	25
Total	100

The following are specimen questions and tests in this examination:

Pharmacy and chemistry.—1. Give the formula and method of making paregoric. How many parts of opium are in 100 parts of this tincture?

2. What are pills? Of what two parts does a pill mass usually consist? What are the essential requirements of a pill mass and what are the ordinary excipients used? Describe the process for making pills of phosphorus.

3. In the metric system, what is the unit of volume; of weight? Express the weight of 1 liter of official alcohol according to the metric system.

4. What is the ordinary best base for suppositories? How are gelatine suppositories made; rolled suppositories; molded suppositories?

5. What is the per cent of alcohol usually present in malt liquors, light wines, port or sherry, whisky, and brandy?

6. What are ointments? In what different ways are they made? What care should be exercised in the making and dispensing of ointments?

7. Describe the chemical change that takes place in the preparation of sirup of iodide of iron. Why should this syrup be exposed to the action of light?

8. Give the names and formulæ of the different oxides of nitrogen. Which of these is "laughing gas?' Which takes an important part in the manufacture of sulphuric acid? Describe its action in this process.

9. What is an alkali? Give an example.

10. What is meant by each of the following symbols: Na, Ca, P, N, Hg, C, As, Sb, S, K?

Materia medica.—1. From what is lard obtained? How is it prepared? What processes are used for its purification? Describe its odor, taste, solubility, etc. Of what does it consist? What are its uses in medicine?

2. What is the official title of cod-liver oil? How is it obtained? What are its constituents and medicinal properties?

3. What is meant by each of the following signs or abbreviations: gm., c. c., O., Sig., 3ss., Ft., coch., Oi., aq. bull., and gtt.?

4. What is Dover's powder? What are its medicinal uses and dose?

5. Give the names of five vegetable cathartics; of five diuretics. Give the dose of each one named.

6. Name five drugs used as emetics. Give the dose of each necessary to produce emesis.

7. Name the appropriate antidotes in poisoning by each of the following: Opium, aconite, phosphorus, arsenic.

8. Name five alkaloids that are official, giving origin, uses, and dose of each.

9. Name five of the official preparations of bismuth and give the therapeutic uses and doses of each.

10. What is amyl nitrite?. What are its general physical characteristics and in what conditions is it a valuable therapeutic agent?

Assistant pharmacist examination.

SEC. 40. Time allowed, two days of five hours each. Application Form No. 2. Usual entrance salary, $300 or $360.

The following are the subjects and weights:

	Weights.
1. Third grade examination (see sec. 13)	25
2. Pharmacy and chemistry	30
3. Materia medica	20
4. Experience and training	25
Total	100

The questions in pharmacy, chemistry, and materia medica will be simpler in character than those in the pharmacist and dispensing clerk examination.

Ranger examination.

SEC. 41. Time allowed, five hours. Application Form No. 2. Usual entrance salary, $300. The higher classes are filled by promotion. The following are the subjects and weights:

	Weights.
1. Spelling (second grade, see sec. 12)	10
2. Arithmetic	30
3. Letter writing (second grade, see sec. 12)	15
4. Penmanship	15
5. Copying from plain copy (second grade, see sec. 12)	10
6. Experience and training	20
Total	100

The examination in arithmetic includes tests in the metric system of measurements and in computing the cubical contents of timber, round and square.

The following are specimen questions in this subject:

1. Add the following numbers: 7,820,140, 616,487, 18,021,762, 5,329,456, 5,647,893, 432,890, 23,578,932, and 45,004. From the sum of these numbers subtract 8,641,762.

2. Multiply 794.4 by 450⅜, and divide the product by 49.65.

3. How many pounds will a banca 16 meters long, 1½ meters wide, and 1¾ meters deep contain when full of wood weighing 1,800 pounds per cubic meter?

4. How many cubic feet are there in a piece of wood 1⅓ meters in circumference and 9 meters long?

(1 cubic meter = 46 cubic feet.)

5. A piece of wood 1 meter and 8 centimeters wide and ¾ meters thick contains 12.15 cubic meters. What is its length?

EXAMINATIONS FOR THE PUBLIC PRINTING SERVICE.

SEC. 42. Examinations for positions in the public printing service consist in part of an educational test. Credit is also given for experience and training. Each applicant is required to complete and file with the Board Form No. 35 on which the element of experience and training is rated. This form should be carefully and fully filled by all applicants. The pay of the different employees, not including apprentices, in this service is from about $1 to about $5 per diem, varying according to the character of the work and the skill and capacity of the workman.

Compositor examination.

SEC. 43. Time allowed, seven hours. Application Form No. 35. The same examination is given for both the book and newspaper branch and the job-printing branch of this grade, with the exception that applicants for the job-printing branch are examined on the subject, "practical questions in job printing," and in determining the rating for the ninth subject, if the rating on the subject of "practical questions in job printing" is greater than the rating on "rough draft" the average rating will be given for the ninth subject; otherwise the rating on the subject "rough draft" alone will be the rating given, but the exercises in the practical questions for job printers will accompany the examination papers as an exhibit to show the applicant's proficiency in that subject.

The following are the subjects and weights:

	Weights.
1. Spelling (first grade, see sec. 11)	5
2. Arithmetic (second grade, see sec. 12)	5
3. Letter writing (second grade, see sec. 12)	5
4. Penmanship	5
5. Copying from plain copy (second grade, see sec. 12)	5
6. Abbreviations	5
7. Correcting proof	15
8. Tabulating	10
9. { Copying from rough draft (first grade, see sec. 11) / Practical questions in job printing (optional for job printers only) }	20
10. Experience and training	25
Total	100

The following questions and tests indicate the general character of the sixth, seventh, eighth, and ninth subjects:

Abbreviations.—(*a*) Write in full the word or words represented by the following signs and abbreviations: Ala., cwt., bro., hhd., mme., pp., rt. hon., viz., maj.

(*b*) Write the proper abbreviation or sign for each of the following: January, colonel, balance, agent, railway, longitude, debtor, document, cavalry, article.

Correcting proof.—For this exercise the competitor is given a photolithographic sheet of proof on which corrections have been noted by the proofreader, and he is required to explain in writing the corrections indicated by the proofreader on the printed proof sheet. The exercise is designed chiefly to test the competitor's ability to follow the instructions of the proofreader and to interpret his marks. The corrections to be made are indicated in the same manner as in ordinary proof in a printing office. For convenience each word or group of words to be corrected is numbered on the sheet, and the competitor, in making the correction, writes the number of the word to be corrected, stating opposite it what correction is required—that is, what letter or letters are to be inserted, omitted, etc., or what other changes are indicated by the marks of the proofreader.

Tabulating.—Arrange and copy the matter in the paragraph below in a five-column table, with appropriate general head and box heads. The table should be 30 ems nonpareil wide, the rules 4 to nonpareil, with en periods and commas. Each figure column must bear off from the rules an en quad on the right and an em on the left. Give the cast of each column in the table. [In rating this exercise form and cast will be weighted equally.]

Below is given the population of certain States of the United States, as shown by the census reports of 1860, 1870, 1880, and 1890: The population of Alabama was 964,201 in 1860, 996,992 in 1870, 1,262,595 in 1880, and 1,513,017 in 1890; the population of Arkansas for the same four years, respectively, was 435,450, 484,471, 802,525, 1,128,179; California, 379,994, 560,247, 864,694, 1,208,130; Colorado, 34,277, 39,864, 194,327, 419,198; Connecticut, 460,147, 537,454, 622,700, 746,258; Delaware, 112,216, 125,015, 146,608, 168,493.

Practical questions in job printing—for job printers only.—Copy on the lines at the top of the accompanying sheet the paragraph below, properly capitalizing and punctuating it for a title page. The size of the *paper* upon which the title page is to be printed is 5 inches wide and 7½ inches long. Rule off a space the exact size of the paper, as indicated above. Then mark off the matter into lines, indicating the word or words to go in each by drawing a perpendicular line between the words, thus |, and instead of giving *size* and *style* of type to be used, draw a box, thus [ ], indicating *size* of type and *length* of line by *width* and *length* of box. Place in each box in figures the *numbers* of the words to be inserted therein, but do not write the words themselves. No transposition of the matter will be allowed. See illustration below.

EXERCISE.

united states civil service commission. rules for marking examination papers together with notes on the rules and regulations for the central board of examiners. approved by the commission october 17 1895 washington government printing office 1895.

(This illustration is to act as a guide for competitors in carrying out above instructions.)

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18
the vision or hell purgatory and paradise of dante alighieri translated by the rev h f cary a
19 20 21 22 23 24 25 26 27
m new york thomas y crowell and co 1897

1	2	3	4 5 6 7	8	9 10	11 12	13
The	Vision;	or	Hell, Purgatory, and Paradise,	of	Dante Alighieri.	Translated by	the

14 15 16 17 18 19	20 21	22 23 24 25 26	27
Rev. H. F. Cary, A. M.	New York:	Thomas Y. Crowell & Co.	1897.

Junior compositor examination.

SEC. 44. Time allowed, six hours. Application Form No. 2. The following are the subjects and weights:

	Weights.
1. Spelling (second grade, see sec. 12)	5
2. Arithmetic (third grade, see sec. 13)	5
3. Penmanship	5
4. Plain copy (third grade, see sec. 13)	5
5. Correcting proof (compositor examination, see sec. 43)	30
6. Experience and training	50
Total	100

Electrotype finisher examination.

SEC. 45. Time allowed, five hours. Application Form No. 35. The following are the subjects and weights:

	Weights.
1. Spelling (third grade, see sec. 13)	10
2. Arithmetic (third grade, see sec. 13)	10
3. Letter writing (third grade, see sec. 13)	10
4. Penmanship	10
5. Copying from plain copy (third grade, see sec. 13)	10
6. Correcting proof (compositor examination, see sec. 43)	25
7. Experience and training	25
Total	100

Bookbinder, electrotype molder, press feeder, pressman, stereotyper, and photo-engraver examination.

SEC. 46. Time allowed, four hours. Application Form No. 35. The following are the subjects and weights:

	Weights.
1. Spelling (third grade, see sec. 13)	15
2. Arithmetic (third grade, see sec. 13)	15
3. Letter writing (third grade, see sec. 13)	15
4. Penmanship	15
5. Copying from plain copy (third grade, see sec. 13)	15
6. Experience and training	25
Total	100

Apprentice examination.

SEC. 47. The entrance salary is $0.20 per diem. Age limitations for entrance, 15 to 20 years. If the conduct and capacity of the apprentice are satisfactory, he will be advanced at stated periods. His salary during the last three months of his apprenticeship will amount to $1.10 per diem. At the expiration of the period of his apprenticeship of three years he may be given a permanent position in the Bureau of Public Printing. Filipinos are therefore given an opportunity to learn any branch of the art of printing, with a sufficient income during the period of apprenticeship to meet all living expenses. All applicants should state in their application the branch of trade they desire to follow; such as compositor, book-

binder, pressman, etc. The medical and physical examination provided in Application Form No. 2 must be furnished.

Applicants will be given the third grade examination, in either English or Spanish, as they elect (see sec. 13). Those who take the Spanish examination will be given, in addition, a simple test in English.

Proofreader.

SEC. 48. The position of proofreader in the Bureau of Public Printing may be filled by the promotion of compositors.

Examinations for the customs service.

SEC. 49. Appointments in the customs service are made from appropriate registers according to the character of the position to be filled. Entrance to the service is through the lowest class of each grade. Vacancies not filled by original appointment, as herein provided, are filled by promotion, transfer, or reinstatement, unless in the discretion of the Board the needs of the service require such vacancies to be filled by open competitive examination. Inspectors are appointed from the second grade register, at $900 or less, and copyists and guards from the third grade register, at $180 and $240 per annum, respectively.

Messenger.

SEC. 50. The position of messenger with a salary of more than $120 per annum is in the classified service and vacancies therein must be filled as a result of certification by the Civil Service Board. Application Form No. 2. Minimum age limitation, 15 years. Applicants must be able to read and write. Form No. 2 must be filled in the applicant's own handwriting.

EXAMINATION FOR THE POLICE SERVICE OF MANILA.

First-class patrolman examination.

SEC. 51. In accordance with the provisions of section 9 of Act No. 286, the examination for first-class patrolman is given in the English language only. Application Form No. 2. Entrance salary, $900 per annum, with quarters: *Provided*, That the pay of first-class patrolmen may be at the rate of $1,000 for the second year, $1,080 for the third year, and $1,140 for the fourth year of service. All competitors must be at least 5 feet 8 inches in height and 145 pounds in weight, stripped.

The subjects and weights of the examination for first-class patrolman are as follows:

	Weights.
1. Third grade examination (see sec. 13)	40
2. Physical condition	35
3. Experience and training	25
Total	100

Third-class patrolman examination.

In accordance with the provisions of section 9 of Act No. 286, the examination for third-class patrolman is given in the Spanish language only. Application Form No. 2. Entrance salary, $240 per annum, with quarters: *Provided*, That the pay of third-class patrolmen may be at the rate of $300 per annum for the second year, $330 per annum for the third year, and $360 per annum for the fourth year of service. All competitors must be 5 feet 4 inches in height and 110 pounds in weight, stripped.

When third-class patrolmen qualify in English before the Civil Service Board for appointment as second-class patrolmen they receive an addition of 25 per cent of the salaries above named.

The subjects and weights of the examination for third-class patrolman are as follows:

	Weights.
1. Educational test	50
2. Physical condition	50
Total	100

Physical examination of all applicants for the positions above named is made by the Board's medical examiners without expense to applicants. Certificates from other physicians will not be accepted.

All competitors must be physically sound and well proportioned.

Vacancies occurring in the higher classes and grades in the police service, if not filled by transfer, reinstatement, or reduction, shall be filled by promotion in accordance with the provisions of Civil Service Rule IX, and section 9 of Act No. 286.

EXAMINATIONS FOR THE FIRE SERVICE OF MANILA.

First-class fireman examination.

SEC. 52. This examination is given in the English language only. Application Form No. 35. Competitors must be at least 5 feet 4 inches in height and 125 pounds in weight, stripped. Entrance salary, $900 per annum, with quarters: *Provided,* That the pay of first-class firemen may be at the rate of $1,000 per annum for the second year, $1,080 for the third year, and $1,140 for the fourth year of service. The examination for first-class fireman contains the same subjects and weights as that for first-class patrolman.

Second-class fireman examination.

This examination is given in the Spanish language only. Application Form No. 35. All competitors must be at least 5 feet 2 inches in height and 110 pounds in weight, stripped. Entrance salary, $240 per annum, with quarters: *Provided,* That the pay of second-class firemen may be at the rate of $300 per annum for the second year, $330 per annum for the third year, and $360 per annum for the fourth year of service. Applicants for the position of second-class fireman must furnish evidence of proficiency in the driving, care, and handling of horses, including native ponies, and of familiarity with the streets of the city of Manila, including its suburbs.

First-class engineer examination.

This examination is given in the English language only. Application Form No. 35. All competitors must be at least 5 feet 4 inches in height and 125 pounds in weight, stripped. Entrance salary, $1,200 per annum, with quarters: *Provided,* That the pay of first-class engineers may be at the rate of $1,300 per annum for the second year, and $1,400 per annum for the third year of service.

Second-class engineer examination.

This examination is given in the Spanish language only. Application Form No. 35. All competitors must be at least 5 feet 2 inches in height and 110 pounds in weight, stripped. Entrance salary, $480 per annum, with quarters: *Provided,* That the pay of second-class engineers may be at the rate of $600 per annum for the second year of service.

Physical examination of all applicants for the positions above named is made by the Board's medical examiners without expense to applicants. Certificates from other physicians will not be accepted.

All competitors must be physically sound and well proportioned.

Examinations for guard at prisons and penitentiaries.

SEC. 53. There are two classes of guards. In one, a knowledge of the English language is required, and in the other a knowledge of the English language is not a prerequisite. Application Form No. 2. The salary of guards of the first class is $900 per annum, with quarters; the salary of those of the second class is $240 per annum, with quarters. Applicants for the position of guard of the first class are given the same examination as patrolmen of the first class. Applicants for the position of guard of the second class are given the same examination as patrolmen of the third class: *Provided,* That in the matter of physical requirements, English-speaking competitors must be at least 5 feet 6 inches in height and 130 pounds in weight, stripped, and Spanish-speaking competitors must be at least 5 feet 2 inches in height and 100 pounds in weight, stripped. Physical examination is made by the Board's medical examiners without expense to applicants. Certificates from other physicians will not be accepted. Applicants are tested in marksmanship.

THE PROVINCIAL SERVICE.

SEC. 54. The Provincial Government Act and its amendments provide that all officers and employees in the provincial governments (except provincial governors, provincial fiscals, semiskilled or unskilled laborers whose rate of compensation is less than $360 per annum or $1.20 per diem, and all employees whose rate of compensation is $120 or less per annum) shall be selected in accordance with the provisions of the Civil Service Act and Rules. Appointments to vacancies in the positions of provincial supervisor, provincial treasurer, and provincial secretary are usually filled by transfer, by reinstatement, or by promotion.

The examination requirements are as follows: Appointment to the position of provincial supervisor is made usually as a result of an examination in civil engineering (see sec. 29). Appointment to the position of provincial treasurer may be made as a result of the assistant, the bookkeeper, the auditing clerk, or the disbursing clerk examination. Credit is given for experience and training in all examinations for appointment to the position of provincial supervisor and to the position of provincial treasurer. Appointment to the position of provincial secretary may be made as a result of the first grade examination or any of its equivalents, such as the translator or the interpreter examination. The provincial secretary should have some knowledge of the English language and must be able to speak and write the Spanish language, and after January 1, 1906, the English language also. In view of the fact that the salaries of provincial supervisors, treasurers, and secretaries vary in the different provinces, the Board is unable to state the probable salaries at which appointments will be made.

The provincial board may by resolution, approved by the Insular Treasurer, authorize the provincial officers to appoint such deputies, assistants, clerks, and other employees as the interests of the public service may require. Vacancies in all subordinate positions in this service can be filled only through compliance with the examination requirements of the Civil Service Act and Rules.

The members of the provincial board and a teacher residing in the capital of the province are usually designated by the Civil Service Board to serve as members of an examining committee. Examinations will be held throughout the Islands as enumerated in paragraph 7 of the schedule of examinations on page 4.

From the registers obtained as a result of examinations held in the provinces appointments are made, not only to positions in the provincial service proper, but

also to positions in the following bureaus: Posts, Customs, Education, Justice, Forestry, Philippines Constabulary, and Internal Revenue.

Municipal treasurer examination.

Act No. 999 provides that on and after July 1, 1904, the position of municipal treasurer shall be classified and subject to the provisions of the Civil Service Act and Rules. Appointments to positions paying less than $300 per annum are made from the second or the third grade register and appointments to positions paying $300 per annum or more from the second grade register of eligibles.

Applicants for all examinations held in the provinces should apply by letter or in person to the examining committee of the province in which they reside, for a copy of the Manual of Information and a blank form of application. The blank form must be accurately filled by each applicant and forwarded as soon as possible to the examining committee of the province in which he resides, whose duty it is to notify him when to appear for examination: *Provided,* That applicants living in the provinces named in paragraph 7, page 4, will address the Civil Service Board, Manila, for application blanks and Manuals of Information, and forward their applications, when completed, to the Civil Service Board, Manila. The names of those who pass the examinations are entered upon a list of eligibles for the province in which they reside. Appointments to the provincial service are limited, wherever possible, to residents of the province in which the vacancies occur.

Special examinations.

SEC. 55. All vacancies in classified positions if not filled by promotion, reduction, reinstatement, or transfer, will be filled either by selection from appropriate existing registers of the Board or as a result of special examinations. When such special examinations are held they will be duly announced in the public press and on the bulletin boards in the lobby of the Manila Post-Office and in the lobby of the office of the Board and in provincial buildings.

Method of rating examination papers.

SEC. 56. The following method is observed by the Board in rating examination papers:

After an examination is held the papers are arranged by sheets or subjects. When they are ready to be rated they are distributed by sheets to the examiners, Examiner A being given all of sheets 1, Examiner B all of sheets 2, Examiner C all of sheets 3, and so on. After the papers are rated in the first instance they are redistributed, and the first rating is reviewed by another examiner. When all of the papers of an examination have been rated and reviewed, those of each competitor are then for the first time assembled or brought together, his general rating is ascertained, his declaration envelope is opened, and the declaration sheet to which he has signed his name is attached to his examination papers. *The identity of the competitor, therefore, is not disclosed until his papers have been rated and reviewed and his general rating determined.* As the charges for specific errors are fixed by the regulations for rating, and as each subject is rated by one examiner and reviewed by another, it will be seen that absolute impartiality, accuracy, and uniformity are secured in the work.

Appeals from the ratings are sometimes made by competitors, but the prospect of securing a higher rating by such action is very remote. Errors on the part of examiners in making charges are seldom found, as the work of each examiner is reviewed in every particular by another.

The papers of all the competitors in an examination must be rated at the same time, and no competitor's papers will be made special or be rated in advance of others.

Regulations for rating examination papers.

SEC. 57. As soon as practicable after an examination the papers of the competitors shall be rated and the general rating of each competitor ascertained.

All examination papers shall be rated under the following regulations:

Rate every correct answer ---------- 100 Rate every faulty answer according to its value on a scale of 100, as herein specifically directed, and deduct from 100 the sum of the charges for errors against each answer ----------	The difference between the sum of the charges for errors against each answer and 100 will be the rating for the answer.

SPELLING.

	From 100 deduct
1. For each error in spelling when the exercise consists of 20 words	5
2. For each error in capitalization	1
3. For each failure to use the hyphen when required in a compound word	2
4. For each wrong use of the hyphen	2
5. For dividing a word properly written solid into two or more parts, each part being a distinct word, or of writing a simple word as a compound word	2

WRITING FROM PLAIN COPY.

1. For each error in orthography	5
2. For each word or figure omitted, repeated, or improperly inserted: *Provided*, That a deduction of 10 shall be made for two or more consecutive words, if the words do not constitute more than one printed line of the copy; that a deduction of 15 shall be made for more than one line, but not to exceed one and one-half printed lines; that a deduction of 20 shall be made for two printed lines or more than one and one-half lines; and that a proportionate deduction shall be made for a greater number of printed lines: *Provided further*, That if the copying exercise shall consist of less than 5 printed lines the charge for the omission of one or more printed lines shall be double	5
3. For each word inserted or added	5
4. For each word or figure substituted	5
5. For each transposition	5
6. For each abbreviation not in the copy	5
7. For each failure to capitalize according to copy	5
8. For each failure to punctuate according to copy	5
9. For each failure to paragraph according to copy	5
10. For irregularity in left-hand margin	5
11. For each misdivision of a word at the end of a line	1
12. For each omission or improper use of the hyphen in dividing a word at the end of a line	1
13. For failure to indent as in copy	5
14. For each variation from the printed copy in the use of parentheses, brackets, or the hyphen	5
15. For each word altered, interlined, or canceled, for each blot, and for each minor erasure, if not neat: *Provided*, That not more than 5 shall be charged for one interlineation or cancellation or for blots	1

	From 100 deduct
16. For each failure to indicate, or for improperly indicating, italics, small caps, etc	5
17. For using stenographic period (thus, x), only one charge to be made in the exercise	5
18. For signing name	5
19. For misplacement, want of neatness, etc	3 to 5

COPYING FROM ROUGH DRAFT.

1. For each error in orthography: *Provided*, That no charge shall be made for the repeated misspelling of the same word or stem in the same manner	3
2. For each error in syntax: *Provided*, That no additional charge shall be made for changes necessarily resulting from a given method of correction or attempted correction	3
3. For each change in tense, number, etc., which does not result in an error of syntax or essential change in the meaning	1
4. For each word omitted, inserted, or substituted, involving a test or essential change of meaning (not more than 10 to be charged for the first ten words of each omission, and 1 for each word thereafter, and not more than 10 for the omission of each indicated insertion)	3
5. For each word omitted, inserted, or substituted, involving no test or essential change of meaning, and for each word repeated	1
6. For each error in capitalization, punctuation, indentation, paragraphing, or in the division of words	1
7. For each error in transposition of inclosures	5
8. For each error in transposition of words or groups of words: *Provided*, That for a transposition of two words which improves the sentence and involves no test no charge shall be made	3
9. For each abbreviation	1 to 2
10. For each failure to use the hyphen when required, or for each wrong use of the hyphen	1
11. For irregularity in left-hand margin	1 to 3
12. For each word interlined or canceled (charge not to exceed 5 for any one interlineation or cancellation), for each blot, and for each alteration if not neat	1
13. For stenographic periods (as x), only one charge to be made	1
14. For signing name	5

PENMANSHIP.

In determining the rating for penmanship, legibility, rapidity, neatness, and general appearance, as well as correctness and uniformity in the formation of words, letters, and punctuation marks, will be considered and its value in the judgment of the examiners rated on a scale of 100. The examiners shall be guided in a general way by the following scheme: Superlative, 95 to 100; very superior, 90 to 95; excellent, 85 to 90; very good, 80 to 85; good, 75 to 80; fairly good, 70 to 75; fair or ordinary, 65 to 70; poor, 50 to 65; very poor, 25 to 50; practically worthless, 0 to 25.

LETTER WRITING.

In rating the letter its errors in form and address, in spelling, capitalization, punctuation, syntax, style, and its adherence to and treatment of the subject given will be considered and its value in the judgment of the examiners rated on a scale of 100.

In determining the rating for letter writing the examiners shall be guided in a general way by the following scheme: Superlative, 95 to 100; very superior, 90 to 95; excellent, 85 to 90; very good, 80 to 85; good, 75 to 80; fairly good, 70 to 75; fair or ordinary, 65 to 70; poor, 50 to 65; very poor, 25 to 50; practically worthless, 0 to 25.

ARITHMETIC.

Each problem is rated on a scale of 100 according to the following regulations, and the sum of the ratings is divided by the number of problems to obtain the general rating of the subject of arithmetic.

	From 100 deduct
1. For wrong process producing incorrect result in a problem involving but one step or operation	100
2. For the first wrong process in a problem involving more than one step or operation, from 100 deduct 25 to 75, according to the gravity of the error; for each subsequent wrong process, according to the gravity of the error	10 to 75
3. For each error of one or more places in pointing off decimals	25
4. For each evasion of a decimal or common fraction test in copying from printed question or from work	25
5. For each error in computation: *Provided,* That in solutions where the possible maximum number of chargeable errors in computation is less than 10 a proportionate part of 100 shall be charged for each error	10
6. For each error in copying figures from printed question or from work, wrong result being obtained	10
7. For each error in copying figures from printed question or from work, right result being obtained	5
8. For indicating wrong process, but performing correct process	5
9. For each incorrect or inconsistent punctuation	5 to 10
10. For each improper use of the symbol or designation % or c. in connection with a decimal expression	5 to 10
11. For each improper or incorrect designation of a partial or final result	5
12. For failure to indicate the answer in problems by the letters "Ans." or otherwise when the answer is obscured by improper arrangement	5
13. For each failure to use the sign $ or £, or any other monetary or commercial sign, or any sign by which the relations of quantities are expressed, when the use of such is required in the statement or solution of the problem	5
14. For errors in denominate numbers in quantity of one denomination contained in a unit of a higher denomination, or for failure to express the answer in the several denominations, beginning with the highest, according to the gravity of the error	10 to 25
15. For fractions in answer not reduced to lowest terms	5 to 10
16. For an approximate result not sufficiently exact, or not followed by the proper plus sign or minus sign	5 to 10
17. If, when work or operation in full is required, the correct answer is given, but no work is shown, according to the quantity of work required in the solution	25 to 75
18. If, when work or operation in full is required, more than the mere answer is given, and the process is neither clearly indicated nor written in full, according to the gravity of the error	5 to 35
19. For the use of superfluous ciphers	5
20. For superfluous or irrelevant work not canceled	10

	From 100 deduct
21. For giving proof instead of solution, according to the gravity of the error	10 to 75
22. For complex statement, process, or method, right result being produced	10

GEOGRAPHY.

In rating this subject each answer shall be rated in the judgment of the examiners according to its value on a scale of 100. The sum of the ratings is divided by the number of questions to obtain the general rating of the subject of geography.

When the question requires in the answer a specified number of states, countries, persons, places, locations, or things, the quotient arising from the division of 100 by the number of states, countries, etc., required shall be the credit to be given for each state, country, etc., correctly named. If a greater number is given in the answer than is required, the additional number of states, countries, etc., shall be added to the number required by the question and the quotient arising from the division of 100 by the number thus obtained shall be the credit to be given for each state, country, etc., correctly named.

STENOGRAPHY EXAMINATION.

The practical part of this examination consists of two exercises in dictation to be written by the competitor in stenographic characters, which he must then transcribe. One of the exercises is a selection from a speech and the other is a letter, each containing 260 words. The transcript will be compared with the printed text from which the dictation was given, and charges will be made for errors under the following regulations:

	From 100 deduct
1. For each word omitted, added, or substituted	3
2. For each word misspelled	3
3. For the use of the plural instead of the singular, or the singular instead of the plural, when the grammatical correctness is not affected, 1 to 2; when the grammatical correctness is affected	3
4. For each gross error in capitalization or punctuation	1
5. For each transposition	2
6. For each error in the division of words	1
7. For each word repeated	1
8. For each failure to use the hyphen when required	1
9. For each abbreviation	1
10. For each failure to transcribe a line or a portion of a line of the stenographic notes, according to the number of words	6 to 40
11. For interlineations, erasures, and lack of neatness	1 to 5

Charges for errors in numerals will be determined by the number of words required to write the numerals.

When the rating for accuracy is 10 or less, no credit will be given for speed.

An important element in this examination is speed in writing the stenographic notes, which will be rated upon the following scale: 70 per cent when the dictation is at the rate of 80 words per minute, 80 per cent for 100 words, 90 per cent for 120 words, and 100 per cent for 140 words per minute. (See sec. 18.)

TYPEWRITING EXAMINATION.

Speed and accuracy will be considered in rating all the technical subjects of this examination, each being rated on a scale of 100. In determining the rating on each subject, speed will be given a weight of 2 and accuracy a weight of 3.

When the rating for accuracy in an exercise is 10 or less, no credit will be given for speed.

1. *Tabulating exercise.*

	From 100 deduct
1. For omitting the general heading	10
2. For improper general heading	5 to 10
3. For each column heading omitted (total charges not to exceed 10)	5
4. For each inaccuracy in column headings (total charges not to exceed 10)	1 to 3
5. For irregular margin to columns	3 to 10
6. For each column omitted or substituted	25
7. For each additional column inserted	10
8. For each abbreviation contrary to instructions (total charges not to exceed 35)	5
9. For each unnecessary run-over to following line	5
10. For each word or item omitted, added, or changed (for the omission of a whole line, 10), and for each transposition of items	5
11. For each error in the name of an individual, state, or place, and for each error in other entries (only one charge to be made for the full name of an individual or of a single column entry or for the repeated misspelling of the same word)	5
12. For each error in spelling in headings, and for the other minor errors not specified	2 to 5
13. For want of neatness by reason of blots, erasures, etc	5 to 15
14. For each comma used in place of a decimal point, or vice versa (total charges not to exceed 10)	2
15. For each error in punctuation (total charges not to exceed 5)	1
16. For omission of punctuation, thus evading test in spacing	5 to 20
17. For omission of $ or other signs required by copy	10
18. For improper repetition of $ or other signs required by copy	5
19. For each error not specified above	5 to 10
20. For drawing lines with hyphen, period, or other character, between lines in table	10
21. For preliminary test on machine	5 to 15

Time consumed will be rated according to the following scale: If the competitor consumes only twenty minutes in tabulating, he will be credited with 100. When the time consumed is more than twenty minutes and not more than thirty minutes, one-half of 1 will be deducted from 100 for every minute consumed more than twenty minutes. When the time consumed is more than thirty minutes, 1 will be deducted from 95 for every minute consumed more than thirty minutes.

2. *Copying from rough draft.*

For rating accuracy, see the general regulations for rating rough draft.

Time consumed will be rated according to the following scale: If the competitor consumes only ten minutes in copying the rough draft he will be credited with 100. When the time consumed is more than ten minutes and not more than twenty-five minutes, 2 will be deducted from 100 for every minute consumed more than ten minutes. When the time consumed is more than twenty-five minutes, 3 will be deducted from 70 for every minute consumed more than twenty-five minutes.

3. *Copying and spacing.*

In the copying and spacing exercise particular consideration will be given to the *position of the lines and words, and the spacing between the lines*, the competitor being required to make as nearly as possible a *facsimile* of the copy.

	From 100 deduct
1. For each original error in spacing, according to its gravity	5 to 15
2. For each minor error in spacing between words and in commencing lines	2 to 3
3. For lack of neatness	5 to 10
4. For each line omitted	10
5. For each error in orthography	5
6. For each word or figure omitted, inserted, added, or substituted	5
7. For each transposition	5
8. For each failure to punctuate according to copy	5
9. For each failure to paragraph according to copy	5
10. For omission of the hyphen in dividing a word at the end of a line	3
11. For each variation from the printed copy not covered by the above regulations	3 to 5
12. For preliminary tests on machine	5 to 15

Time consumed will be rated under the regulations for rating the tabulating exercise.

4. *Dictation exercise.*

	From 100 deduct
1. For each error in orthography	3
2. For each word omitted, added, or substituted	3
3. For the plural number instead of the singular, or the singular instead of the plural, when the grammatical correctness is not affected	1 to 2
4. For each error in punctuation	3
5. For each transposition	2
6. For each abbreviation	2
7. For each error in capitalization	2
8. For each failure to use the hyphen when required	1
9. For each wrong use of the hyphen	1
10. For each error in division of words	1
11. For each irregularity in left-hand margin	3 to 5
12. For want of neatness	5 to 20
13. For each correction in letters, words, figures, or punctuation, with pen and ink, or pencil	1 to 2
14. For each error in paragraphing	3
15. For failure to space between words	2
16. For striking one letter over another	1
17. For each word repeated	2
18. For each error in spacing between lines (total charges not to exceed 10)	3

Time consumed will be rated according to the following scale: For a speed of 65 words per minute a credit of 100 will be given, and for every word in speed less than 65 per minute 1 will be deducted from 100 down to and including 45 words per minute. For a speed of 45 words per minute a credit of 80 will be given, and for every word in speed less than 45, down to and including 35, a deduction of 1½ from 80 will be made. For a speed of 35 words per minute a credit of 65 will be given, and for every word in speed less than 35 a deduction of 2 from 65 will be made.

TRANSLATOR EXAMINATION.

	From 100 deduct
1. For each word omitted, necessary to complete the meaning	1 to 3
2. For each word substituted or inserted unnecessarily	1 to 3
3. For each word inexactly translated	1 to 2
4. For each word incorrectly translated	2 to 3

	From 100 deduct
5. For each grammatical error	2 to 5
6. For each error in orthography or the omission or incorrect use of accents	1
7. For each free translation of a phrase, clause, or sentence, which may be correctly rendered by literal translation, provided the exact meaning is conveyed by the translation given (see note 2)	1 to 3
8. For each phrase, clause, or short sentence, not exceeding ten words, omitted or incorrectly translated (see note 1)	3 to 10

Notes on regulations for rating translator examination.

1. When a phrase, clause, or sentence, consisting of more than 10 words, has been omitted or incorrectly translated, a charge, proportional to the length of the exercise and the character of the phrase, clause, or sentence in question, shall be made. (Regulation 8.)

2. Closeness of translation is required, provided that it does no violence to correct idiom. Deviations from literal translation which the idiom of a language necessitates must be given full credit. (Regulation 7.)

3. Clear, correct, and at the same time idiomatic, translations are preferred, and the examiner may, after he has marked an exercise under regulations Nos. 1 to 8, charge or credit the exercise with a mark not to exceed 10.

4. To facilitate the rating of "low-grade" papers, the examiner may divide each exercise into sections, weight each section on the basis of 100 for the whole exercise, and rate according to his judgment each section with an aggregate deduction rating; the sum of these ratings deducted from 100 shall determine the value of the exercise.

5. In applying regulations Nos. 1 to 8, the kind of examination, length of exercise, and importance attached to linguistic knowledge should determine the magnitude of the charges to be made.

LETTER CARRIER EXAMINATION.

The reading of addresses.

Two ratings are given for this subject, one for accuracy, the other for speed. The sum of the ratings for accuracy and speed, divided by 2, gives the general rating for the subject.

A charge of 2 is made for each error, not exceeding two errors for each card, on the cards which are read within the five minutes allowed for this exercise, and a charge of 4 is made for each address (if there be any such) not read within the five minutes. Subtract the sum of the charges thus found from 100 and the result is the rating for accuracy.

To ascertain the rating on speed the following table is used. The first column indicates the number of minutes and seconds consumed in reading the addresses and the second column the rating for speed:

Time consumed.		Speed rating.	Time consumed.		Speed rating.	Time consumed.		Speed rating.	Time consumed.		Speed rating.
Mins.	*Sec.*	*Per ct.*	*Mins.*	*Sec.*	*Per ct.*	*Mins.*	*Sec.*	*Per ct.*	*Mins.*	*Sec.*	*Per ct.*
1	30	100	2	35	89	3	30	78	4	25	67
1	40	99	2	40	88	3	35	77	4	30	66
1	50	98	2	45	87	3	40	76	4	35	65
1	55	97	2	50	86	3	45	75	4	40	64
2	0	96	2	55	85	3	50	74	4	45	63
2	5	95	3	0	84	3	55	73	4	50	62
2	10	94	3	5	83	4	0	72	4	55	61
2	15	93	3	10	82	4	5	71	5	0	60
2	20	92	3	15	81	4	10	70			
2	25	91	3	20	80	4	15	69			
2	30	90	3	25	79	4	20	68			

The above table shows the rating for minutes and fractions of minutes, when the competitor reads all the addresses in five minutes or less. If all the addresses are not read within five minutes, the ratings are as follows for the number of cards read:

Cards read.	Speed rating.	Cards read.	Speed rating.	Cards read.	Speed rating.	Cards read.	Speed rating.
	Per ct.		*Per ct.*		*Per ct.*		*Per ct.*
24	58	18	43	12	29	6	14
23	55	17	41	11	26	5	12
22	53	16	38	10	24	4	10
21	50	15	36	9	22	3	7
20	48	14	34	8	19	2	5
19	46	13	31	7	17	1	2

If a competitor is allowed to consume more than five minutes in reading the cards, the number of cards considered as read within the prescribed limit will be such proportion of the cards actually read as five minutes are to the total number of minutes consumed, and the cards in excess of such number will be treated as if not read.

SPECIAL EXAMINATIONS.

Where regulations for rating the special or technical parts of any examination have not been prescribed the examiners exercise their judgment in determining the value of the answers; but, as far as practicable, the papers of special or technical examinations are rated under such of the foregoing regulations as are applicable.

Report of ratings.

SEC. 58. After a competitor's papers have been rated he shall be duly notified of the result thereof by the Board or by the head of his Bureau or Office at the request of the Board. Letters inquiring how soon papers will be rated serve only to delay the work.

If the application or examination papers of a competitor who enters an examination are not complete in every particular the name of such competitor will not be entered upon the eligible register nor report of rating sent until the application or examination papers are completed.

In cases of collusion, the names of the competitors will not be entered upon the eligible register should they obtain eligible ratings, nor will report of ratings obtained be sent. The examination papers of all competitors guilty of collusion will be canceled; such competitors will not be permitted to take any other examination for at least one year.

After being notified of the results of their examinations competitors may review their papers in the office of the Board and have the ratings explained to them if they so desire.

Change of post-office address.

SEC. 59. Eligibles must keep the Board informed of any change of post-office address. A failure to do so will be treated as the fault of the eligible, and may result in his losing an opportunity of appointment. Request to have the address changed would better be made by letter, and such letter should relate only to the change of address.

When period of eligibility begins and ends.

SEC. 60. The period of eligibility on all registers for original appointment is one year from the date of entering a name on the register: *Provided,* That eligibility resulting from examinations held in the United States shall be for a period of two years at least. The period of eligibility may, however, be extended in the discretion of the Board upon such conditions as the Board may prescribe. The

date of entering a name on the register is usually but a few days subsequent to the date of the notice of eligibility. If a person whose name is upon any register shall be mustered into the military or the naval service of the United States at a time when the United States is engaged in war or in suppressing an insurrection, the period of eligibility of such person shall, under such conditions as the Board may prescribe, be considered as suspended during the time that the eligible is serving in the Army or the Navy of the United States. The rules also provide that the eligibility to appointment of any person qualifying in examinations held only in the Philippine Islands shall be suspended during the absence of such person from the Philippine Islands.

When reëxaminations are allowed.

SEC. 61. A competitor who passes an examination will not be allowed a reëxamination of the same kind within six months. A competitor who fails in an examination will not be allowed reëxamination until the next regular examination. Competitors who claim that they were unable to do themselves justice because of illness must abide by the result of the examination. A special reëxamination will be allowed only in cases where it is shown that competitors have suffered injustice through an act of the Board or one of its examiners. A competitor reëxamined within six months will not be required to file an application for such reëxamination.

Methods of certification for appointment.

SEC. 62. Whenever a vacancy exists the head of a Bureau or Office makes requisition upon the Board for a certification of names to fill the vacancy, specifying the kind of position vacant, the necessary qualifications, the sex desired, and the salary. Upon receipt of such requisition the Board takes from the proper register of eligibles the names of the three persons, or a less number if there are not so many as three on the register, standing highest of the sex and qualifications called for, and certifies them to the head of the Bureau or Office, who is required to select one of the eligibles certified to fill the vacancy. He may select any one of the eligibles certified. The remaining names are returned to the register to await further certification on the occurrence of another vacancy. The time of examination is not considered in making a certification, as the highest in rating on the register must be certified first although they may not have been the first examined. No eligible will be certified for appointment more than three times to the same Bureau or Office, but may, if in order of certification, be certified three times to each Bureau or Office during the period of eligibility. Efforts to hasten certification or to secure certification out of the order required by the Civil Service Act and Rules can not possibly be of any avail. The Board has no power whatever to certify a name out of its order or to withhold a name from certification when in order. An eligible who declines an appointment tendered him may not again be certified unless he shall request in writing within thirty days the benefit of the remaining certifications which the rules allow, stating his reasons, which must be satisfactory to the Board, for declining the appointment. An eligible who declines an appointment twice, even though he may give satisfactory reasons in each case, may not again be certified from the same register. Upon appointment from any register the name of an eligible will be removed from all registers of a lower grade on which it may appear unless he requests otherwise in writing.

Prospects of appointment and of promotion.

SEC. 63. The conditions of appointment in the various branches of the service are such that nothing can help and nothing can hinder the certification of a name in the order of its standing on a register. As the highest possible rating in an examination is 100 and the lowest that makes one eligible to appointment is 70, it

will be seen that the nearer the rating is to 100 the more likely it is that the eligible may be reached for certification within the period of eligibility. The names of those who pass an examination are entered on a list of eligibles in the order of their ratings, and when a vacancy occurs the highest three names on the register are certified to the appointing officer, who selects for probational appointment (the practical test of fitness) the one he considers best qualified to fill the vacancy. If the number of eligibles, therefore, is in excess of the needs of the service those who successfully pass the examinations, but with low ratings, will not be reached for certification and appointment. The chances of appointment are indicated by the results of examinations and the appointments as shown in the tables in the Annual Reports of the Board. Under the Civil Service Act and Rules the heads of Bureaus and Offices are the judges of the qualifications of the persons certified for appointment and the Board can not interfere with the proper exercise of their discretion in selecting from among those certified.

Vacancies are constantly occurring in the service. Competitors who obtain good ratings as a result of examinations taken in English generally receive appointment soon after registration. Bookkeepers, stenographers, typewriters, teachers, civil engineers, and eligibles with scientific, technical, or professional qualifications usually receive immediate appointment.

Appointment to the service is usually in the lower grades, the higher grades being generally filled by promotion. The prospects of promotion of the competent and efficient are good.

The Civil Service Act requires that when the names of natives of the Islands and of honorably discharged soldiers, sailors, and marines of the United States are certified by the Board for appointment, the appointing officer must, when other qualifications are equal, prefer: First, natives of the Islands, and then, honorably discharged soldiers, sailors, and marines. The name of a person of either of these classes, however, can not be certified out of the order of its relative standing on the register, but when it is certified as a result of its relative standing the appointing officer must show preference in selection in the order mentioned, if other qualifications are equal.

There is little demand for Americans for clerical or other positions which natives of the Islands are competent to fill, and examinations to fill vacancies in them will not be held in the United States; in fact it is not advisable for Americans to seek positions in the Philippine civil service unless they have professional, technical, or scientific qualifications, or special clerical ability with qualifications such as those of a stenographer and typewriter, bookkeeper, Spanish translator, etc.

It is the intent of the Civil Service Act to establish in these Islands a permanent civil service so administered that those who enter the lower grades may by loyal and efficient service secure promotion to the highest positions in the civil service. The Act expressly provides that vacancies occurring in the higher classes and grades shall be filled by promotion of persons in the service.

Transfers to the Federal classified civil service.

SEC. 64. The Philippine Civil Service Act and Rules provide for transfers from the Federal classified civil service of the United States to the classified civil service of the Philippine Islands. Transfers from the Philippine civil service to the Federal civil service, after three years' continuous service in the Islands, are allowable; the initiative in the matter of such transfers is not taken by the Philippine Government, but by an appointing officer in the Federal service.

Conditions of appointment and service.

SEC. 65. The conditions of appointment and service are shown below and in the appendix.

Assignment.—As the requests of the Philippine Government for the appoint-

ment of persons in the United States to positions in the Islands are usually by cablegram and very brief, appointees can not be informed in advance to what Department, Bureau, or Office they will be assigned upon arrival.

Climate.—There is continuous warm weather in the Philippines, but the heat is not intense, and the general health of American civilians who take reasonable care of themselves is good. During the greater part of the year Americans suffer less from the heat than during the summer months in many parts of the United States. April, May, and June are the hottest months. From July to October there are frequent rains which cool the atmosphere, and from November to March the weather is, as a rule, clear and pleasant. The nights during this period are cool; in fact, the nights are generally pleasant during the entire year, with the exception of possibly two or three months.

Clothing.—Americans usually dress in white drill suits. Serviceable white cotton drill suits are made to order in Manila for about $3 each. Heavier clothing, adapted to the climate at times, can also be purchased at very reasonable prices.

Medical attendance.—At present medical attendance in Manila is furnished to employees without cost. A civil hospital has been established in Manila to the wards of which civilians are admitted at a uniform charge of $1 per diem, with medical and surgical attendance, medical supplies, nursing, and food included. Those who desire private rooms are required to pay $2.50 per diem.

Office hours.—The law regulating the hours of labor in the Philippine civil service requires of each employee not less than six and one-half hours of labor each day, exclusive of Sundays and public holidays, except that during the heated term and on Saturdays throughout the year the required number of hours of labor on each day may be reduced to five hours.

Cost of living.—The cost of living in the provinces is generally less than in Manila. In Manila the cost to employees is determined largely by the manner of living. The living expenses of many who live in families or in messes are from $35 to $45 a month. The rate at the hotels is from $40 to $60 a month. A civil commissary has been established, the advantages of which are available to civilians in the provinces but not in Manila. An electric street railway is nearing completion in Manila and outlying districts. With rapid-transit lines extending into the suburbs, the cost of living need not eventually be much greater than in the United States.

APPENDIX.

LAWS RELATING TO THE PHILIPPINE CIVIL SERVICE.

[No. 5.]

AN ACT FOR THE ESTABLISHMENT AND MAINTENANCE OF AN EFFICIENT AND HONEST CIVIL SERVICE IN THE PHILIPPINE ISLANDS.

By authority of the President of the United States, be it enacted by the United States Philippine Commission, that:

Appointment of members of the Board. Amended Mar. 3, 1904, Act 1072.

SECTION 1. The Civil Governor, by and with the advice and consent of the Philippine Commission, shall appoint three persons to be members of a board to be called the Philippine Civil Service Board. The Civil Governor shall designate one of these appointees as chairman.

Eligibility for appointment to Board.

SEC. 2. No person shall be eligible for appointment as a member of the Board unless he shall be a native of the Philippine Islands owing and acknowledging allegiance to the United States, or a citizen of the United States.

Roster of employees. Amended Mar. 9, 1901, Act 102; Mar. 8, 1904, Act 1072.

SEC. 3. (*a*) The Board shall keep an official roster of all officers and employees above the grade of unskilled laborer in the civil service of the Philippine Islands, and for the purpose of this roster each head of a Bureau or Office shall furnish to the Board the necessary information, in such form and manner as it shall prescribe. The roster shall be published at intervals to be fixed by the Civil Governor.

Record of attendance and absences.

(*b*) All heads of Bureaus or Offices shall cause to be kept an accurate record of the attendance of all officers and employees under them who are entitled to leave of absence provided by law, and shall report to the Board, in the form and manner prescribed by it, all absences from duty from any cause whatever. The Board shall keep an accurate record of such absences.

Purpose of the act.

SEC. 4. The Board shall prepare rules adapted to carry out the purpose of this act, which is hereby declared to be the establishment and maintenance of an efficient and honest civil service in all the executive branches of the Government of the Philippine Islands, central, departmental, and provincial, and of the city of Manila, by appointments and promotions according to merit and by competitive examinations where the same are practicable, and it shall be the duty of all officers in the Philippine civil service in the Departments and Offices to which any such rules may relate to aid, in all proper ways, in carrying said rules and any modifications thereof into effect.

Competitive examinations.

Extent of the classified service. Amended July 16, 1901, Act 167; Nov. 29, 1901, Act 306; Jan. 9, 1903, Act 589; Mar. 3, 1904, Act 1072.

SEC. 5. This act shall apply, except as hereinafter expressly provided, to all appointments of civilians in the Bureaus and Offices of the Government of the Philippine Islands, insular or provincial, or of the city of Manila: *Provided*, That persons appointed by the Civil Governor, by and with the advice and consent of the Philippine Commission, shall not be included in the classified service unless otherwise specifically provided by law.

Rules. Amended Jan. 9, 1903, Act 589; Mar. 3, 1904, Act 1072.

SEC. 6. The rules to be prepared and certified by the Board shall provide:

Classification.

(*a*) For the classification of all offices and employments included in section five.

Technical, professional, or scientific positions.

(*b*) For the appointment to those offices requiring technical, professional, or scientific knowledge, by competitive or noncompetitive examinations, as the Board shall determine.

Selection of policemen, firemen, and guards.

(*c*) For the selection of members of the police force and of the fire department in the city of Manila and of guards at prisons and penitentiaries by competitive or noncompetitive examination, or otherwise, as the Board, after consultation with the Military Governor and his approval, shall determine.

Skilled workmen.

(*d*) For the selection of skilled workmen by such examinations, competitive or noncompetitive, as may be practicable, and which need not, if the Board shall so limit them, relate to more than the capacity of the applicants to labor, their habits of industry and sobriety, and their honesty.

Promotions.

(*e*) For competitive or noncompetitive promotion examinations, as the Board shall determine. In the competition the Board may provide, in its discretion, for the allowance of credit to the previous experience and efficiency of the applicant in the civil service of the Islands, to be estimated by the officer or officers under whose direction the service has been rendered, under such limitations as the Board may prescribe: *Provided*, That such credit shall not be allowed to any applicant who shall not obtain a minimum average per centum to be fixed by the Board.

Probation.

(*f*) For a period of probation before the appointment or employment is made permanent.

Preparation and places for holding examinations.

(*g*) For the preparation and holding in Manila and in the provinces of open competitive examinations of a practical character for testing the fitness of applicants for appointment to the classified service, and for the preparation and the holding of examinations in the United States under the auspices of the United States Civil Service Commission.

Selection of eligibles.

(*h*) For selection, according to average percentage, from among those certified by the Board as rated highest in such competition.

Transfers.

(*i*) For transfers under limitations to be fixed by the rules from one branch of the classified service to another, or from the Federal classified civil service of the United States to the classified service of the Philippine Islands.

Reinstatements.

(*j*) For reinstatements in the service under limitations to be fixed by the rules.

Examinations in Spanish and in English.

(*k*) For the examination in the Spanish language of all applicants who are citizens of the United States and in the English language of all applicants who are natives of the Philippine Islands, whenever, in the opinion of the Board, knowledge of both languages is essential to an efficient discharge of the duties of the positions sought.

(*l*) For the holding of noncompetitive examinations when applicants fail to compete after due notice has been given of an open competitive examination to fill an existing vacancy. Noncompetitive examinations.

(*m*) For a thorough physical examination by a competent physician of every applicant for examination in the United States, and in the discretion of the Board in the Philippine Islands, and for rejection of every such applicant found to be physically disqualified for efficient service in the Philippine Islands. Physical examination.

(*n*) For fixing age limits of applicants for entrance into the classified service. Age limits.

(*o*) For eliciting from all applicants for examination full information as to their citizenship, nativity, age, education, physical qualifications, and such other information as may reasonably be required affecting their fitness for the service which they seek to enter. Application to contain information of applicant's fitness.

(*p*) For the employment of clerks and other employees for temporary service in the absence of available eligibles or when the work is temporary in character: *Provided*, That the temporary employment of any person occupying a permanent position shall cease when the Board shall certify an eligible who accepts temporary or probational appointment. Temporary service.

(*q*) The enumeration herein of the subjects to be covered by the rules of the Board shall not be regarded as exclusive, but the Board shall have power to prepare and submit to the Civil Governor for his approval any rules not in violation of the limitations of the act which will more efficiently secure the enforcement of the act. General authority to prepare rules.

SEC. 7. The Board shall keep minutes of its own proceedings, and on or before the first day of July of each year shall make an annual report to the Civil Governor and to the Commission showing its proceedings, the rules which have been certified by the Board and approved by the Civil Governor, the practical effect thereof, and suggestions for carrying out more effectually the purpose of this act. Minutes of proceedings and annual report. Amended Mar. 3, 1904, Act 1072.

SEC. 8. The Board shall supervise the preparation and rating and have control of all examinations in the Philippine Islands under this act. The Board may designate a suitable number of persons in the Philippine civil service to conduct its examinations and to serve as members of examining committees, and when examiners with special, technical, or professional qualifications are required for the preparation or rating of examination papers it may designate competent persons in the service for such special duty, after consultation with the proper officer, or officers, under whom they are serving. The duties required of such persons as members of examining committees, or as special examiners, shall be considered as part of their official duties and shall be performed without extra compensation. When persons can not be found in the Philippine service with the necessary qualifications for special examining work that may be required, the Board is authorized to employ at a reasonable compensation persons not in public employment for such work, which compensation shall be paid out of the general funds appropriated for the purposes of the Board, on its order. Examining committees and special examiners.

Authority to make investigations.

SEC. 9. The Board may make investigations and report upon all matters relating to the enforcement of this act and the rules adopted hereunder, and in making such investigations the Board and its duly authorized examiners are empowered to administer oaths, to summon witnesses, and to require the production of official books and records which may be relevant to such investigation.

Authorization to use public buildings for examinations.
Amended Jan. 9, 1903, Act 589.

SEC. 10. The Board shall have a permanent office in the city of Manila. When examinations are to be held by the Board, either in Manila or in the provinces, officers having the custody of public buildings shall allow their reasonable use for the purpose of holding such examinations.

Record of all changes in the service to be kept by the Board.

SEC. 11. The head of each office to which this act applies shall notify the Board in writing without delay of all appointments, permanent, temporary, or probational, made in the classified service in his office, of all rejections after the period of probation, and of all transfers, promotions, reductions, resignations, or vacancies from any cause in said service and of the date thereof; and a record of the same shall be kept by the Board.

Appointments made in violation of law and rules.
Amended Mar. 3, 1904, Act 1072.

SEC. 12. No person shall be appointed to or employed in the classified civil service of the Philippine Islands or in any of the unclassified positions enumerated in section twenty, except as provided by an appropriation act or a resolution of the Philippine Commission pledging an appropriation or by a resolution of a provincial board approved by the Insular Treasurer, passed prior to such appointment or employment. Any person appointed to or employed in the classified service by the head or acting head of a Bureau or Office in violation of the provisions of the Civil Service Act or Rules shall not be entitled to receive salary or wages from the Government, but the head or acting head of the Bureau or Office who signs or makes such appointment or employment shall be personally responsible to him for the salary which would have accrued to him had the appointment or employment been made in accordance with the provisions of the Civil Service Act and Rules, and payment shall be made to him out of the salary of the head or acting head of the Bureau or Office by the disbursing officer. No disbursing officer shall pay any salary or wages to any person appointed to or employed in a classified civil-service position, except from the salary of the head or acting head of the Bureau or Office as hereinbefore provided, until proper evidence is furnished him by the head or acting head of the Bureau or Office that the person has been appointed or employed in accordance with the provisions of the Civil Service Act and Rules. When the Board shall find that any person is holding a position in the classified civil service in violation of the provisions of the Civil Service Act or Rules, it shall certify information of the fact to the Auditor and to the disbursing officer through whom the payment of salary or wages to such person is by law required to be made. If the Auditor shall find that a disbursing officer has paid or permitted to be paid salary or wages to any person illegally holding a classified position, the whole amount paid shall be disallowed and the disbursing officer shall not receive credit for the same. If the Auditor shall find that the head or acting head of a Bureau or Office is responsible, as above provided, for the payment of salary or wages

to such person and that such payment is not due to the failure of the disbursing officer to obtain proper evidence as herein required, the disbursing officer shall be directed to withhold from the salary of such head or acting head of the Bureau or Office an amount equal to that disallowed by the Auditor. A disbursing officer, the head of any Department, Bureau, or Office, or the Auditor may apply for and the Civil Service Board shall render a decision upon any question as to whether a position is in the classified or the unclassified civil service, or whether the appointment of any person to a classified position has been made in accordance with the Civil Service Act and Rules, which decision, when rendered, shall be sufficient authority for the Auditor in passing upon the account.

Frauds and penalties. Amended Jan. 9, 1903, Act 589; Mar. 3, 1904, Act 1072.

SEC. 13. Any person who shall willfully or corruptly, by himself or in coöperation with one or more persons, defeat, deceive, or obstruct any person in the matter of his right of examination by said Board; or who shall willfully, corruptly, and falsely rate, grade, estimate, or report upon the examination or standing of any person examined hereunder, or aid in so doing; or who shall willfully and corruptly make any false representations relative thereto or concerning the persons examined; or who shall willfully and corruptly use or furnish any special or secret information for the purpose of improving or injuring the prospects or chances of himself or any other person so examined or to be examined, of being employed, appointed, or promoted, shall for each such offense be punished by a fine not exceeding one thousand dollars, or by imprisonment for a period not exceeding one year, or by both such fine and imprisonment.

Beneficiary of fraudulent act subject to penalties.

SEC. 14. Any person who shall willfully and corruptly become the beneficiary of an act in violation of the last preceding section shall be punished as provided in that section.

Political or religious opinions not to be disclosed or recorded. Amended Jan. 26, 1901, Act 78; Mar. 22, 1901, Act 106; June 1, 1903, Act 782.

SEC. 15. No inquiry shall be made and no consideration whatever shall be given to any information relative to the political or religious opinions or affiliations of persons examined, or to be examined, for entrance into the service, or of officers or employees in the matter of promotion: *Provided, however*, That disloyalty to the United States of America as the supreme authority in these Islands shall be a complete disqualification for holding office in the Philippine civil service: *And provided further*, That no person shall be eligible for examination or appointment under the provisions of this act who shall be, on or after the first day of May, nineteen hundred and one, in arms against the authority of the United States in the Philippine Islands, or who shall thereafter give aid and comfort to the enemies of the United States so in arms; this provision shall not apply to those persons who were in arms against the authority and sovereignty of the United States in the Philippine Islands, or their aiders or abettors, prior to July fourth, nineteen hundred and two, who came within the provisions of the proclamation of amnesty of the President of the United States issued upon said date, and who have complied with the terms of said proclamation.

Disloyalty a complete disqualification.

Oath of allegiance to United States prerequisite to examination.

SEC. 16. Every applicant for admission to the Philippine civil service shall, before being admitted to examination in the Islands, take and subscribe the following oath before a justice of the peace in and for the province in which he is, or before a member of the

Civil Service Board, the members of which are authorized to administer the same:

"OATH OF APPLICANT.

"I, ..., having applied for admission to the civil service of the Philippine Islands, do solemnly swear (or affirm) that I recognize and accept the supreme authority of the United States of America in these Islands and will maintain true faith and allegiance thereto; that I will obey the laws, legal orders, and decrees promulgated by its duly constituted authorities; that I impose upon myself this obligation voluntarily, without mental reservation or purpose of evasion. So help me God. (The last four words to be stricken out in case of affirmation.)

(Signature) ".....

"Subscribed and sworn to (or affirmed) before me this ..... day of ....., 19....

"....."

The oath of the applicant shall be filed with the secretary of the Board.

Employees prohibited from giving to, or receiving from, one another political contributions. Amended Jan. 9, 1903, Act 589.

SEC. 17. No officer or employee in the Philippine civil service shall, directly or indirectly, give or hand over to any other officer or employee in said service any money or other valuable thing to be applied to the promotion of any political object whatever, and a violation of this section by the receiving officer or employee shall subject the violator to a penalty of not exceeding five hundred dollars or to imprisonment not exceeding six months, or both, and upon conviction he shall be removed from office.

Solicitor of political contributions from public officers subject to penalties.

SEC. 18. No person in the Philippine civil service shall be under obligation to contribute to a political fund or to render a political service, or be removed or otherwise prejudiced for refusing to do so. Any person soliciting political contributions from public officers or employees shall be subject to the same penalties as those provided in the preceding section.

Preference in appointment.

SEC. 19. In the appointment of officers and employees under the provisions of this act, the appointing officer in his selection from the list of eligibles to be furnished him by the Board shall, where other qualifications are equal, prefer:

First. Natives of the Philippine Islands.

Second. All honorably discharged soldiers, sailors, and marines of the United States.

Extent of unclassified service. Amended July 16, 1901, Act 167; Nov. 29, 1901, Act 306; Jan. 9, 1903, Act 589; Mar. 3, 1904, Act 1072.

SEC. 20. The requirements of this act for entrance into the civil service, or for promotion by examination, shall not apply to the selection of the following officers and employees:

1. One private secretary to each member of the Philippine Commission, including the Civil Governor.

2. Any person in the military or naval service of the United States who may be detailed for the performance of civil duties.

3. Persons employed as semiskilled or unskilled laborers whose rate of compensation is less than three hundred and sixty dollars per annum.

4. All employees whose rate of compensation is one hundred and twenty dollars or less per annum.

5. Postmasters and customs inspectors whose rates of compensation do not exceed three hundred and one hundred and eighty

dollars per annum, respectively, who may lawfully perform the duties of postmaster or customs inspector in connection with the other official duties with which they are charged, if they be Government employees, or if not Government employees, in connection with their private business, such duties requiring only a portion of their time.

6. Detectives, secret agents, sheriffs, and deputy sheriffs.

7. Any position in the Department of Commerce and Police the duties of which are of a quasi military or quasi naval character.

8. Chinese and Japanese employees.

Offices to be filled by promotion. Amended July 16, 1901, Act 167; Nov. 29, 1901, Act 306; Jan. 9, 1903, Act 589; Mar. 3, 1904, Act 1072.

SEC. 21. Vacancies in the position of heads and of assistant heads of Bureaus or Offices and of superintendents shall be filled by promotion, without examination, of persons in the classified service, if competent persons are found in the service who in the judgment of the appointing power are available and possess the qualifications required, the intention of this provision being that the appointing power may, by virtue hereof, select for appointment from the entire classified service the person deemed most competent to fill the vacancy: *Provided, however,* That an examination may be given when requested by the Civil Governor or proper head of an Executive Department.

Employees filling positions classified by this Act subject to examination.

SEC. 22. The persons now employed in the civil service of the Philippine Islands whose positions may be classified by the operation of this act and the rules herein provided for shall, unless dismissed by proper authority, continue in the service and discharge the duties assigned them: *Provided,* That the Board may, in its discretion, require by rule that all such employees shall pass examinations practically adapted to show their fitness to fill the positions now held by them and that in case of failure to pass such examinations to the satisfaction of the Board they shall be dismissed from the service.

Position of teacher classified. Amended Jan. 9, 1903, Act 589; Mar. 3, 1904, Act 1072.

SEC. 23. The position of teacher in the insular service and in the municipal service of Manila is hereby classified and made subject to all the provisions of the Civil Service Act and Rules, and all teachers now serving under regular appointment in the insular service or in the municipal service of Manila are hereby declared to be in the classified service.

Approval of rules. Amended Sept. 5, 1901, Act 220.

SEC. 24. The rules to be prepared and certified by the Board shall not take effect until approved by the Civil Governor, when they shall be promulgated by his executive order.

Temporary appointees subject to examination.

SEC. 25. After the passage of this act no civilian shall be employed in the offices specified in section five of this act except in accordance with its terms: *Provided,* That between the time of its passage and the date when the Board herein created shall officially inform the Military Governor and the Commission that it is ready to certify a list of persons eligible to appointment under the provisions of this act for any vacancy occurring, appointments for temporary service may be made to fill vacancies or newly created offices to continue until such certification is made and such vacancies can be regularly filled, under the requirements of this act and the rules of the Board adopted in accordance herewith. Persons so temporarily appointed may compete in the examinations held for regular entrance to the classified service.

United States money.

SEC. 26. In this act whenever a sum of money is mentioned it shall be understood to refer to the money of the United States.

Original list of employees with duties and compensation.

SEC. 27. Upon the passage of this act and the appointment and organization of the Board, it shall be the duty of the head of each office to which this act applies upon application by the Board to certify to the Board a complete list of all the officers and employees engaged therein, together with a full statement of the duties performed by them and the compensation received by them.

Classes of persons admitted to competitive examinations.
Amended July 16, 1901, Act 168; Jan. 9, 1903, Act 589.

SEC. 28. No applicants shall be admitted to the competitive examinations to be held under this act who are not either—

(*a*) Citizens of the United States; or

(*b*) Natives of the Philippine Islands; or

(*c*) Persons who have, under and by virtue of the treaty of Paris, acquired the political rights of natives of the Islands; or

(*d*) Persons who have taken the oath of allegiance to the United States and served as members of the Army or Navy of the United States and been honorably discharged therefrom.

SEC. 29. This act shall take effect on its passage and shall be referred to as the Civil Service Act.

Enacted, September 19, 1900.

[No. 25.]

AN ACT PROVIDING FOR THE APPOINTMENT AND REMOVAL OF SUBORDINATE OFFICERS AND EMPLOYEES IN CERTAIN DEPARTMENTS AND BUREAUS OF THE GOVERNMENT OF THE PHILIPPINE ISLANDS.

By authority of the President of the United States, be it enacted by the United States Philippine Commission, that:

Amended Nov. 18, 1901, Act 301; Jan. 8, 1902, Act 329; Jan. 9 1903, Act 588.

SECTION 1. All appointments to and removals from subordinate positions in the Philippine civil service in Offices or Bureaus under the executive control of the Secretaries of Departments shall be made by the heads of Offices or Bureaus subject to the approval of the Secretary of the Department who exercises executive control over the Office or Bureau in which the appointment or removal is made; appointments to and removals from subordinate positions in all other Offices or Bureaus in the civil service of the Insular Government shall be made subject to the approval of the Civil Governor: *Provided*, That heads of Offices and Bureaus may employ and discharge unskilled laborers whose employment is authorized by law without the approval of the Secretaries of Departments or of the Civil Governor. In case there is no head or acting head of any such Office or Bureau, or other Office or Bureau established by law, at the time when appointments to or removals from subordinate positions therein become necessary, such appointments and removals may be made by the Secretary of the Department under which the Office or Bureau is established, who shall have direct charge and supervision of such Office or Bureau, and who, or a person assigned by him for the purpose, shall have authority to make estimates for appropriation, requisitions on the Treasurer for money appropriated, and to approve all vouchers for payment.

Repealed Jan. 9, 1903, Act 588; substituted Mar. 30, 1904, Act 1096.

SEC. 2. For neglect of duty or violation of reasonable office regulations, or in the interests of the public service, heads of Bureaus or Offices are hereby authorized to reduce the salary or

compensation of any subordinate officer or employee, to deduct from his pay a sum not exceeding one month's pay, or to suspend him without pay for a period not exceeding two months: *Provided, however,* That such deduction from pay or such suspension without pay shall receive the approval of the Civil Governor or the proper head of an Executive Department, after having been submitted to the Civil Service Board for recommendation: *And provided further,* That any reduction in salary or deduction of pay or any suspension without pay as provided for in this section shall not affect the right of the person thus disciplined to accrued leave of absence, but in the event of his suspension from duty no accrued leave of absence shall be allowed for the time he is thus suspended.

SEC. 3. Nothing herein shall be construed to take any of the appointments to be made to positions described in section one out of the provisions of the Civil Service Act, or to prevent the Commission from revoking action taken under section one, or making appointments to such positions, or from making removals therefrom of its own motion under the general powers conferred upon it by the instructions of the President of the United States.

SEC. 4. This act shall take effect on its passage.

Enacted, October 17, 1900.

[No. 102.]

AN ACT REGULATING THE SALARIES OF OFFICERS AND EMPLOYEES IN THE PHILIPPINE CIVIL SERVICE.

By authority of the President of the United States, be it enacted by the United States Philippine Commission, that:

SECTION 1. * * *.

SALARY CLASSIFICATION.

The officers and employees in the Philippine civil service, for the purpose of these rules, shall be arranged in the following classes, and, unless otherwise provided by law it shall be understood that the minimum amount specified for each class indicates the annual salary of each employee in that class:

Class 1: All persons receiving an annual salary of $3,000 or more or a compensation at the rate of $3,000 or more per annum.

Class 2: All persons receiving an annual salary of $2,750 or more, or a compensation at the rate of $2,750 or more, but less than $3,000 per annum.

Class 3: All persons receiving an annual salary of $2,500 or more, or a compensation at the rate of $2,500 or more, but less than $2,750 per annum.

Class 4: All persons receiving an annual salary of $2,250 or more, or a compensation at the rate of $2,250 or more, but less than $2,500 per annum.

Class 5: All persons receiving an annual salary of $2,000 or more, or a compensation at the rate of $2,000 or more, but less than $2,250 per annum.

Class 6: All persons receiving an annual salary of $1,800 or more, or a compensation at the rate of $1,800 or more, but less than $2,000 per annum.

Class 7: All persons receiving an annual salary of $1,600 or more, or a compensation at the rate of $1,600 or more, but less than $1,800 per annum.

Class 8: All persons receiving an annual salary of $1,400 or more, or a compensation at the rate of $1,400 or more, but less than $1,600 per annum.

Class 9: All persons receiving an annual salary of $1,200 or more, or a compensation at the rate of $1,200 or more, but less than $1,400 per annum.

Class 10: All persons receiving an annual salary of $1,000 or more, or a compensation at the rate of $1,000 or more, but less than $1,200 per annum.

Class A: All persons receiving an annual salary of $900 or more, or a compensation at the rate of $900 or more, but less than $1,000 per annum.

Class B: All persons receiving an annual salary of $840 or more, or a compensation at the rate of $840 or more, but less than $900 per annum.

Class C: All persons receiving an annual salary of $720 or more, or a compensation at the rate of $720 or more, but less than $840 per annum.

Class D: All persons receiving an annual salary of $600 or more, or a compensation at the rate of $600 or more, but less than $720 per annum.

Class E: All persons receiving an annual salary of $540 or more, or a compensation at the rate of $540 or more, but less than $600 per annum.

Class F: All persons receiving an annual salary of $480 or more, or a compensation at the rate of $480 or more, but less than $540 per annum.

Class G: All persons receiving an annual salary of $420 or more, or a compensation at the rate of $420 or more, but less than $480 per annum.

Class H: All persons receiving an annual salary of $360 or more, or a compensation at the rate of $360 or more, but less than $420 per annum.

Class I: All persons receiving an annual salary of $300 or more, or a compensation at the rate of $300 or more, but less than $360 per annum.

Class J: All persons receiving an annual salary of $240 or more, or a compensation at the rate of $240 or more, but less than $300 per annum.

Class K: All persons receiving an annual salary of less than $240, or a compensation at the rate of less than $240 per annum.

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Enacted, March 9, 1901.

[No. 148.]

AN ACT REGULATING EXPENDITURE OF MONEY UNDER APPROPRIATIONS, FORBIDDING THE ALLOWANCES TO OFFICERS OR CLERKS FOR EXTRA COMPENSATION, EXCEPT IN CASE OF CLERKS OR EMPLOYEES ACTING AS NIGHT TEACHERS IN THE PUBLIC SCHOOLS, AND REGULATING THE PAYMENT OF TRAVELING EXPENSES.

By authority of the President of the United States, be it enacted by the United States Philippine Commission, that:

Moneys must be applied to uses for which appropriated.

SECTION 1. All sums appropriated for the various branches of expenditure in the public service shall be applied solely to the objects for which they are respectively made, and for no others, and no moneys appropriated for contingent, incidental, or miscellaneous purposes shall be expended or paid for official or clerical compensation.

Compensation not allowed if not authorized by law.

SEC. 2. No allowance or compensation shall be made to any officer or clerk by reason of the discharge of duties which belong to any other officer or clerk in the same or any other Department, and no allowance or compensation shall be made for any extra service whatever which any officer or clerk may be required to perform unless expressly authorized by law.

Extra compensation not allowed if not authorized by law.

SEC. 3. No officer in any branch of the public service, or any other person whose salary, pay, or emoluments are fixed by law or regulations, shall receive any additional pay, extra allowance, or compensation in any form whatever for the disbursement of public money, or for any other service or duty whatever, unless the same is authorized by law, and the appropriation therefor explicitly states that it is for such additional pay, extra allowance, or compensation: *Provided, however,* That the employment of clerks and employees in the various civil departments as evening or night teachers in the public schools is hereby authorized, such salaries being hereby made a proper charge against the appropriations available for the payment of salaries of teachers.

Night-school teachers excepted.

Only actual and necessary traveling expenses allowed.

SEC. 4. Hereafter actual and necessary traveling expenses only shall be allowed to any person holding employment or appointment under the Government of the Philippine Islands, and all allowances in excess of the amount actually paid, except as herein provided, are declared illegal, and no credit shall be allowed to any of the disbursing officers of the Government of the Philippine Islands for payments or allowances in violation of this provision: *Provided,* That nothing herein contained shall be construed to prohibit the payment of a per diem in lieu of actual expenses.

SEC. 5. The public good requiring the speedy enactment of this bill, the passage of the same is hereby expedited in accordance with section two of "An act prescribing the order of procedure by the Commission in the enactment of laws," passed September twenty-sixth, nineteen hundred.

SEC. 6. This act shall take effect on its passage.

Enacted, June 21, 1901.

[No. 392.]

AN ACT AUTHORIZING THE EMPLOYMENT OF PERSONS AT SALARIES LOWER THAN THOSE FOR WHICH APPROPRIATION IS MADE, AND DESIGNATING PERSONS AUTHORIZED TO ADMINISTER OATHS FOR THE CIVIL SERVICE BOARD.

By authority of the President of the United States, be it enacted by the United States Philippine Commission, that:

Appointment at lower salary than authorized.

SECTION 1. The head of any Department or Bureau may, with the approval of the Philippine Civil Service Board, appoint employees at salaries lower than those authorized and appropriated for: *Provided,* That the aggregate number of employees so authorized and appropriated for shall not be increased.

Administration of oaths.

SEC. 2. The members of the Civil Service Board, or any examiner duly authorized by it, may administer such oaths as may be necessary in the transaction of the official business of the Board.

SEC. 3. The public good requiring the speedy enactment of this bill, the passage of the same is hereby expedited in accordance with section two of "An act prescribing the order of procedure by the Commission in the enactment of laws," passed September twenty-sixth, nineteen hundred.

SEC. 4. The provisions of this act shall be effective as of April first, nineteen hundred and two.

Enacted, April 18, 1902.

[No. 1216.]

AN ACT MAKING APPROPRIATIONS FOR SUNDRY EXPENSES OF THE MUNICIPAL GOVERNMENT OF THE CITY OF MANILA FOR THE FISCAL YEAR ENDING JUNE THIRTIETH, NINETEEN HUNDRED AND FIVE, AND OTHER DESIGNATED PERIODS.

By authority of the United States, be it enacted by the Philippine Commission, that:

* * * * * * *

Position may be filled by more than one person.

SEC. 2. Upon the approval of the Municipal Board first had, a vacancy in a position of any class may be filled by the appointment of more than one person of a lower class: *Provided,* That the aggregate of salaries paid is not greater than the salary authorized by law for that position.

* * * * * * *

Enacted, August 17, 1904.

[No. 1225.]

AN ACT MAKING APPROPRIATIONS FOR SUNDRY EXPENSES OF THE INSULAR GOVERNMENT FOR THE FISCAL YEAR ENDING JUNE THIRTIETH, NINETEEN HUNDRED AND FIVE, AND OTHER DESIGNATED PERIODS..

By authority of the United States, be it enacted by the Philippine Commission, that:

* * * * * * *

Position may be filled by more than one person.

SEC. 2. Upon the approval of the Civil Governor, or proper head of a Department first had, a vacancy in a position of any class may be filled by the appointment of more than one person of a lower class: *Provided,* That the aggregate of salaries paid is not greater than the salary authorized by law for that position.

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Enacted, August 31, 1904.

[No. 1040.]

AN ACT REGULATING THE HOURS OF LABOR, LEAVES OF ABSENCE, AND TRANSPORTATION OF OFFICERS AND EMPLOYEES IN THE PHILIPPINE CIVIL SERVICE, AND REPEALING ACT NUMBERED EIGHTY, AND ALL ACTS AMENDATORY THEREOF.

By authority of the United States, be it enacted by the Philippine Commission, that:

Office hours.

SECTION 1. The required office hours of all Bureaus and Offices in the Philippine civil service shall be fixed by executive order, but they shall not be less than six and one-half hours of labor each day, not including time for lunch and exclusive of Sundays and of days declared public holidays by law or executive order: *Provided,* That when the nature of the duties to be performed or the interests of the public service require it, officers and employees may, by direction of the head of the Bureau or Office, be required to work on Sundays and holidays without additional compensation unless otherwise specifically authorized by law. It shall be the duty of heads of Bureaus or Offices to require of all employees, of whatever grade or class, not less than the number of hours of labor authorized by law or executive order, but the head of any Department, Bureau, or Office may, in the interests of the public service, extend the daily hours of labor therein specified for any or all of the employees under him, and in case of such extension it shall be without additional compensation unless otherwise provided by law: *Provided, however,* That during the heated term from the first day of April to the fifteenth day of June in each year and on Saturdays throughout the year the Civil Governor may, by executive order, reduce the required number of hours of labor on each day to five hours. This executive order shall not oblige the head of a Department, Bureau, or Office in the Philippine civil service to reduce the hours of labor to five hours, but it shall be within his discretion to reduce the number of hours if consistent with the needs of the public service; nor

shall this provision be regarded as conferring a right upon officers or employees. This reduction of the required hours of labor shall not apply to the officers or employees of any Bureau or Office to whom an overtime wage is allowed and paid. The length of sessions of the courts shall be regulated by existing law, but the provisions of this Act shall apply to all officers and employees in the Bureau of Justice except judges. The number of hours for the daily sessions of the public schools shall be fixed by the Secretary of Public Instruction, but they shall not be less than five hours a day.

Conditions and schedule under which accrued leave is granted.

SEC. 2. (*a*) After at least two years' continuous, faithful, and satisfactory service, the Civil Governor or proper head of a Department shall, subject to the necessities of the public service, and upon proper application therefor, grant each regularly and permanently appointed officer or employee in the civil service, insular or provincial, or of the city of Manila, except as hereinafter provided, accrued leave of absence with full pay, inclusive of Sundays and of days declared public holidays by law or executive order, for each year of service in accordance with the following schedule: An employee receiving an annual salary of less than nine hundred dollars shall be granted twenty days' leave; an employee receiving an annual salary of from six hundred to nine hundred dollars with board and quarters, and an officer or employee receiving an annual salary of nine hundred dollars or more, but less than one thousand eight hundred dollars, shall be granted thirty days' leave; an officer or employee receiving an annual salary of one thousand eight hundred dollars or more shall be granted thirty-five days' leave. Leave shall accrue while an officer or employee is on duly authorized leave of absence with pay.

Accumulation of leave.

(*b*) If an officer or employee elects to postpone the taking of any or all of the leave to which he is entitled under this section, such leave may accumulate until January first, nineteen hundred and five, after which date no person shall at any time have to his credit more than the accrued leave allowed for five years' service, and if his salary changes he shall receive the same amount of leave and pay as if he had taken the leave while receiving the salary at which it accrued.

Leave with permission to visit the United States.

(*c*) An officer or employee who has served in the Islands for three years or more, or two years if appointed under the provisions of Act Numbered Eighty, as amended, and who has accumulated to his credit the accrued leave allowed for two full years, may be granted permission to visit the United States: *Provided*, That such permission shall not be granted oftener than once in every three years.

Vacation of teachers.

(*d*) A person in the teaching service shall not be granted accrued leave in accordance with the schedule provided in this section, but in lieu thereof he may be granted leave on full pay during vacation periods, with permission to spend a vacation period in the United States not oftener than once in every three years.

Allowances in connection with leave to visit the United States.

(*e*) In case an officer, teacher, or other employee is granted leave to visit the United States, he shall be allowed, with half pay in addition to the leave granted, sixty days for the time

occupied by him in going to and returning from the United States if he is serving in Manila, and if serving in the provinces sixty days plus the actual and necessary time consumed from date of departure from station to date of departure from Manila, and on returning, from date of arrival at Manila to date of arrival at station, such half salary to be paid on return to duty. On the completion of two years of continuous, faithful, and satisfactory service, after returning to the Islands from leave of absence to visit the United States granted for three or more years' service, he shall be allowed his actual and necessary traveling expenses from his place of residence in the United States to Manila if he come by the route and steamer directed.

Persons not entitled to leave.

(*f*) Semiskilled and unskilled laborers, temporary and emergency employees, persons receiving a daily wage or salary, persons enlisted for a term of years, persons in the United States civil service who are paid in whole or in part from insular funds, and persons who receive compensation for official duties performed in connection with private business, vocation, or profession, such duties requiring only a portion of their time, shall not be entitled to the leave provided in this section.

Persons detailed from the Army or the Navy or the Federal civil service.

(*g*) The provisions of this section shall be retroactive in effect so as to entitle officers and employees of the Philippine civil service, whether serving as such by regular appointment or by detail from the Army, the Navy, or the civil service of the United States, previous to the passage of this Act, to any accrued leave to which they would have been entitled had Act Numbered Eighty, as amended, been applicable to them at the date of their employment or detail, computing the leave in the case of an officer on the basis of the salary and allowances received while on detail, and in the case of an enlisted man on the basis of first salary received in the Philippine civil service. No application for leave of absence presented by an officer or employee who has heretofore resigned without applying for leave shall be considered if presented after July first, nineteen hundred and four, or by an officer or employee who resigns after January first, nineteen hundred and four, if his application is not presented within six months of the date of the acceptance of his resignation.

Time limit for filing applications.

Conditions and schedule under which vacation leave is granted.

SEC. 3. After at least six months' continuous, faithful, and satisfactory service the Civil Governor or proper head of a Department may, in his discretion, grant each officer or employee entitled to the accrued leave provided in section two of this Act in addition to such accrued leave, vacation leave of absence with full pay, inclusive of Sundays and of days declared public holidays by law or executive order, for each calendar year of service, in accordance with the following schedule: An employee receiving an annual salary of less than one thousand dollars may be granted twenty-one days' vacation leave; an officer or employee receiving an annual salary of one thousand dollars or more may be granted twenty-eight days' vacation leave. Vacation leave must be taken within the calendar year in which it is earned. The vacation leave provided for only one calendar year may be allowed in connection with accrued leave granted with or without permission to visit the United States. In cases of resignation vacation leave shall not be allowed in addition to accrued leave. All applications for

vacation leave shall be made on a form prescribed by the Philippine Civil Service Board.

Absence of teachers due to illness.

SEC. 4. (*a*) Absence from duty of teachers, due to illness, shall be charged against their vacations, and with the consent of the Secretary of Public Instruction they may remain on duty during vacations for a period equal to that lost on account of illness, in which case no deduction of pay shall be made on account of absence caused by illness.

Absence of others due to illness.

(*b*) Absence of other regularly and permanently appointed officers and employees in the Philippine civil service on account of illness shall be charged first against vacation leave and then against accrued leave, until both are exhausted, when further absence shall be without pay.

Withholding of salary on account of absence.

(*c*) Payment of salary to an officer or employee for any absence during his first six months of service properly chargeable to vacation leave, or during his first two years of service properly chargeable to accrued leave, shall be withheld until such leave may properly be taken under the provisions of section two or three of this Act: *Provided, however*, That in case of absence due to illness the Civil Governor or proper head of Department may direct that payment for such absence be not withheld if not in excess of the vacation and accrued leave to his credit. In case absence is on account of wounds or injuries incurred in the performance of duty and extends beyond the vacation leave to his credit, the Civil Governor or proper head of Department may direct that such further absence shall be on full pay. If the absence caused by illness, wounds, or injuries shall exceed six months in any twelve months, the officer or employee shall be immediately separated from the service.

Absence on account of wounds or injuries.

Separation after six months' absence.

Money equivalent of accrued leave payable to estate on death.

SEC. 5. If a regularly appointed officer or employee in the Philippine civil service who has rendered faithful and satisfactory service shall die while in the service, the unused accrued leave that might have been granted at the time of death shall be determined, and the salary equivalent of the accrued leave shall be paid to the person or persons entitled by law to receive the same.

Commutation of accrued leave on resignation or death.

SEC. 6. Whenever upon the resignation or death of an officer or employee it is necessary to the interests of the public service that the position occupied by him shall be immediately filled, the Civil Governor or proper head of Department may direct that all accrued leave granted him be commuted from the funds of the Government, insular or provincial, or of the city of Manila, in which he was serving at the time of his resignation or death. If he was in the service of the Insular Government, payment shall be made by settlement warrant from the insular salary and expense fund; if he was in the service of the city of Manila, payment shall be made by settlement warrant from the salary and expense fund of the city of Manila; and if he was in the service of a province, the provincial board of such province is hereby authorized, upon direction of the Civil Governor as above provided, to commute from the provincial funds the accrued leave of absence granted such officer or employee. If there is no urgent necessity for filling the position at once, payment for the accrued leave granted shall be made from the salary appropriated for the position last filled by him.

This section shall be retroactive in effect so far as necessary to authorize, in cases now pending, the procedure herein provided.

Procedure in applying for accrued leave.

SEC. 7. All applications for accrued leave of absence shall be made on a form prescribed by the Civil Service Board, and shall first be acted upon by the Chief of the Bureau or Office, and by him submitted to the Civil Service Board for its recommendation. The application shall then be forwarded by the Board to the head of the Department in which the applicant is employed for his final decision, except in respect to those Bureaus or Offices not under any Department, in which cases the recommendations of the Board shall be forwarded to the Civil Governor for his final decision.

Executive orders.

SEC. 8. The Civil Governor is authorized to promulgate executive orders regulating the method of enforcing the provisions of this Act, including the withholding of salary for leave granted.

Conditions of appointment of persons in the United States.

SEC. 9. The appointment of all persons residing in the United States to the Philippine civil service, whether by transfer from the United States civil service or otherwise, shall be subject to the following conditions:

Traveling expenses.

(*a*) A person residing in the United States who is appointed to the Philippine civil service may pay his traveling expenses from the place of his residence in the United States to Manila: *Provided*, That if any part of his traveling expenses is borne by the Government of the Philippine Islands, ten per centum of his monthly salary shall be retained until the amount retained is equal to the amount borne by the Government: *And provided further*, That if he shall come by the route and steamer directed his actual and necessary traveling expenses shall be refunded to him at the expiration of two years' satisfactory service in the Philippines.

Half salary en route to Philippine Islands.

(*b*) He shall be allowed half salary from the date of embarkation and full salary from the date of his arrival in the Islands: *Provided*, That he proceed directly to the Islands; otherwise, he shall be allowed half salary for such time only as is ordinarily required to perform the journey by the route directed: *And provided further*, That such half salary shall not be paid until after the expiration of two years of satisfactory service in the Philippines.

Contract.

(*c*) A person residing in the United States accepting an appointment to a position in the civil service of the Government of the Philippine Islands, under the conditions named in this Act, shall, before receiving such appointment, execute a contract and deliver it to the Chief of the Bureau of Insular Affairs, War Department, wherein the appointee shall stipulate that he will remain in the service of the Government of the Philippine Islands for at least two years, unless released by the Civil Governor or proper head of a Department. A breach of the conditions provided in the contract or a removal for cause shall require the proper officer to withhold payment of all salary and traveling expenses due to the person employed and who has violated the conditions of his contract or been removed for cause, and shall debar such person from ever entering again the public service of the Philippine Government in any of its branches. In such case an action shall lie for the recovery of the amount expended

by the Government in bringing the employee to the Philippine Islands.

Allowances on resignation after three years' service.

(*d*) Irrespective of leave granted, a regularly appointed officer or employee who has rendered continuous, faithful, and satisfactory service for three years or more after arrival in the Philippine Islands shall, upon his retirement from the service, be allowed half salary for thirty days in addition to full salary for the period which may be granted him as leave of absence under the provisions of this Act; and if appointed prior to the passage of this Act, he shall also be furnished transportation from Manila to San Francisco, or transportation of equal cost to the Government by any other route.

This Act not applicable to judges.

SEC. 10. The provisions of this Act shall not apply to judges of the Supreme Court, the Courts of First Instance, the Court of Land Registration, and the Court of Customs Appeals, but their leaves of absence and traveling expenses shall be governed by existing law or such law as may be hereafter enacted.

Special contracts.

SEC. 11. All special contracts made with appointees of the Philippine civil service prior to the passage of this Act shall remain unaffected by the terms and provisions of this Act.

Act 80 repealed.

SEC. 12. Act Numbered Eighty and all amendments thereof, and all other Acts or parts of Acts in conflict with the provisions hereof, are hereby repealed: *Provided, however,* That all leaves of absence accruing prior to January first, nineteen hundred and four, shall be computed under the schedule provided in section two of said Act Numbered Eighty, as amended.

SEC. 13. The public good requiring the speedy enactment of this bill, the passage of the same is hereby expedited in accordance with section two of "An Act prescribing the order of procedure by the Commission in the enactment of laws," passed September twenty-sixth, nineteen hundred.

SEC. 14. This Act shall take effect on its passage, but its provisions shall be retroactive and effective as of January first, nineteen hundred and four.

Enacted, January 12, 1904.

CIVIL SERVICE RULES.

Promulgating order.

In the exercise of power vested in him by Act No. 5, as amended, entitled "An Act for the establishment and maintenance of an efficient and honest civil service in the Philippine Islands," and by Act No. 1040, entitled "An Act regulating the hours of labor, leaves of absence, and transportation of officers and employees in the Philippine civil service, and repealing Act No. 80, and all acts amendatory thereof," and impliedly by Act No. 25, as amended, entitled "An act providing for the appointment and removal of subordinate officers and employees in certain Departments and Bureaus of the Government of the Philippine Islands," the Civil Governor hereby approves and promulgates the following Civil Service Rules prepared and certified by the Philippine Civil Service Board, and revokes all Rules and Executive Orders heretofore issued in connection with the above-mentioned Acts of the Philippine Commission.

Rule I.

GENERAL PROVISIONS AND DEFINITION OF TERMS.

Board to prescribe regulations and forms.

1. The Board shall have authority to prescribe such regulations in pursuance of and in execution of these Rules as are not inconsistent therewith, and shall prescribe blank forms for all applications, examinations, certifications, reports, records, and returns received under these Rules and the regulations made in pursuance thereof.

Rules applying to the classified and the unclassified service.

2. Except as provided therein, the first eleven Rules apply to the classified service only; the remaining Rules have a general application to both the classified and the unclassified service.

Definition of terms.

3. The several terms hereinafter mentioned, wherever used in these Rules, shall be construed as follows:

(*a*) The term "Board" refers to the Philippine Civil Service Board.

(*b*) The term "grade" refers to a number of positions or employees arranged in a group upon the basis of the duties performed, without regard to the salaries received.

(*c*) The term "class" refers to a number of positions or employees arranged in a group upon the basis of the salaries received, without regard to the duties performed.

(*d*) Whenever the term "officers" is used it shall be understood to refer to civil officers employed in, or military officers detailed to, the Philippine civil service.

(*e*) The term "classified service" includes all positions in the Philippine civil service not excepted by the Civil Service Act, as amended.

(*f*) All printed "forms" mentioned in these Rules refer to forms of the Philippine Civil Service Board.

Rule II.

APPLICATIONS FOR EXAMINATION.

Classes of persons excluded from examinations.

1. No applicant shall be admitted to competitive examination who has not taken the oath of allegiance to the United States and who is not a citizen of the United States, a native of the Philippine Islands, an honorably discharged soldier, sailor, or marine of the United States, or a person who has under and by virtue of the treaty of Paris acquired the political rights of natives of the Islands.

Information to be furnished by applicants.

2. Every applicant for examination must furnish information as to his citizenship, nativity, age, education, and physical capacity, and such other information tending to show his qualifications or disqualifications for the service, as may be required by the Board.

Physical examination.

3. No applicant shall be admitted to examination or be appointed in the United States to this service originally, by reinstatement, or by transfer, until he has been thoroughly examined by a competent physician and found to be physically qualified for efficient service in the Philippine Islands. A physical and medical examination may, in the discretion of the Board, be required of applicants for examination in the Philippine Islands.

Evidence of loyalty to the United States.

4. No applicant shall be admitted to examination in the Philippine Islands until he has furnished evidence satisfactory to the Board of his loyalty to the supreme authority of the United States of America in these Islands.

Applications from enlisted men.

5. No application for examination shall be accepted from any person serving in the Army, the Navy, or the Marine Corps of the United States unless the written consent of the proper military, naval, or marine authority under whom such person is serving is filed with his application.

Age limitations.

6. No application for examination for entrance into the classified service shall be accepted from any applicant who is under eighteen or over forty years of age: *Provided,* That in the interest of good administration, the Board, with the concurrence of the Civil Governor or proper head of a Department, may by regulation determine the age limitations within the maximum and minimum limits herein specified, and confine competition for such positions to persons who meet the requirements as to age: *And provided further,* That whenever in the discretion of the Board the needs of the service require it, the age limitations named herein may be extended for any particular kind of examination.

Disqualifications for examination or eligibility.

7. The Board may, in its discretion, refuse to examine an applicant, or to certify or attest an appointment of an eligible, who is physically unfitted for the performance of the duties of the position to which he seeks appointment; or who has been guilty of a crime, or of infamous, notoriously disgraceful, or immoral conduct, drunkenness, or dishonesty; or who has been dismissed from the service for other delinquency or misconduct within one year next preceding the date of his application; or who has intentionally made a false statement in any material fact, or practiced or attempted to practice any deception or fraud in securing his examination, registration, or appointment. Any of the foregoing disqualifications shall be good cause for the removal of the person from the service after his appointment.

8. No application shall be accepted for examination to test fitness for a position which belongs to one of the recognized mechanical trades unless it shall be shown that the applicant has served as apprentice or as journeyman, or as apprentice and journeyman, at said trade for such periods as the Board may prescribe. Applications for trades positions.

Rule III.

EXAMINATIONS.

1. Examinations of a suitable and practical character, absolutely impartial, and involving such subjects and tests as the Board may determine, shall be held to ascertain the relative capacity and fitness of applicants for the positions to which they seek to be appointed. Examinations.

2. Whenever the Board shall find, after consultation with the head of the proper Department, Bureau, or Office, that a knowledge of both the Spanish and the English languages is essential to an efficient discharge of the duties of a position to be filled, the Board shall test English-speaking applicants as to their knowledge of the Spanish language, and Spanish-speaking applicants as to their knowledge of the English language. Tests in English and in Spanish.

3. No person shall be appointed to, or employed in, any classified position unless he shall have passed the examination provided therefor, or unless he is specially exempt from such examination by the provisions of the Civil Service Act and Rules. Appointment to classified service subject to examination.

4. No noncompetitive examination shall be held except: Noncompetitive.

(*a*) When applicants fail to compete after due notice has been given of an open competitive examination.

(*b*) To test fitness for promotion.

(*c*) To test fitness for reinstatement or transfer.

(*d*) To test fitness for positions requiring professional, technical, or scientific qualifications, when, in the judgment of the Board, it is not practicable to hold a competitive examination.

(*e*) To test fitness for positions of skilled workmen, mechanics, or artisans.

5. Examinations in the Philippine Islands shall be held in Manila and in the provinces upon such dates as the Board may deem best for the interests of the service and the convenience of applicants, and examinations in the United States will be held under the auspices of the United States Civil Service Commission at the request of the Board. Dates and places.

6. The Board shall appoint such examining committees or special examiners as it may deem necessary from officers and employees in the Philippine civil service: *Provided*, That if the head of any Bureau in Manila shall object to the appointment of any officer or employee of his Bureau as a member of an examining committee, or as a special examiner, such appointment shall be subject to the approval of the Civil Governor or proper head of a Department. The members of examining committees and special examiners are examiners of the Board, and shall perform such duties as the Board may direct in connection with examinations, investigations, appointments, and promotions, and in the performance of such duties they shall be under the direct and sole control and authority of the Board. The duties performed by members of examining committees and special examiners shall Examining committees and special examiners.

be considered part of the duties of the office in which they are serving, and time shall be allowed for the performance of such duties during the office hours of said office.

Officers to facilitate examinations.

7. All officers of the Philippine civil service shall facilitate the examinations of the Board, and officers having the custody of public buildings at places where such examinations are to be held shall for this purpose permit and arrange for the use of suitable rooms under their charge and for furnishing and lighting the same when required.

Rule IV.

RATING OF PAPERS AND ELIGIBILITY.

Rating of examination papers.

1. Examination papers shall be rated according to their excellence on a scale of 100, and the subjects of each examination shall be given such relative weights as the Board shall prescribe. After a competitor's papers have been rated he shall be duly notified of the result thereof by the Board or by the head of his Bureau or Office at the request of the Board.

Eligible rating.

2. Every competitor who attains a general rating of 70 or over shall be eligible to appointment, subject to the provisions of these rules, to the position for which he was examined, and the names of eligibles shall be entered in the order of their general ratings, without regard to the date of examination, on the proper register of eligibles.

Period of eligibility.

3. The period of eligibility shall be one year from the date on which the name of the eligible is entered on the register, but this period may be extended if, in the discretion of the Board, the needs of the service warrant it: *Provided*, That in case an eligible shall be mustered into the military or naval service of the United States at a time when the United States is engaged in war or in suppressing an insurrection, his period of eligibility shall, under such conditions as the Board may prescribe, be considered as suspended during the time he is serving in the Army or the Navy of the United States: *And provided further*, That the eligibility to appointment of any person resulting from examinations held only in the Philippine Islands shall be suspended during the absence of such person from the Philippine Islands.

Suspension of eligibility.

Rule V.

CERTIFICATIONS.

Methods of filling vacancies.

A vacancy in a classified position, if not filled by promotion, reduction, transfer, or reinstatement, or through noncompetitive examination, shall be filled under the following provisions:

Requisition by appointing officer.

1. The appointing officer shall make requisition upon Form No. 9 for the names of eligibles for the position vacant, specifying the duties of the position. and the Board shall certify to said officer from the proper register the three names at the head thereof which have not been three times certified to the office or branch of the service in which the vacancy exists: *Provided*, That certification for temporary appointment shall not be counted as one of the three certifications to which an eligible is entitled: *And provided further*, That whenever the request for certification, or any law, rule, or regulation, shall call for persons of one sex, those of that sex shall be certified; otherwise, sex shall be disregarded in certification.

Three names to be certified.

Certification for temporary appointment.

Certification by sexes.

Selection from certification.

2. The appointing officer shall select one of the three names certified, and if at the time of selection there are more vacancies than one, he may select more than one name: *Provided*, That if an appointing officer shall object to an eligible certified, stating that because of disloyalty, physical defect, mental unsoundness, or moral or other disqualification particularly specified in section 7 of Rule II, such eligible would be unsuitable for the position to be filled, and if said officer shall support such objections with evidence satisfactory to the Board, certification shall be made of the eligible on the register whose rating is next below those already certified in place of the one to whom objection is made and sustained.

Preference in selection.

3. In making selections from certifications of eligibles by the Board, appointing officers shall, when other qualifications are equal, prefer:

First. Natives of the Philippine Islands.

Second. Honorably discharged soldiers, sailors, and marines of the United States.

Examination papers to accompany certification.

4. The Board, whenever practicable, shall forward to the appointing officer in connection with each certification the applications and examination papers of the persons certified, and said officer may summon personally before him the eligibles certified and make such inquiries of them as he may think proper. The papers forwarded by the Board to the appointing officer for his information shall be returned to the Board with notice of selection on Form No. 18.

Notification of selection.

5. Whenever a person residing in the Philippine Islands or in the United States is selected for appointment to the classified civil service, the appointing officer shall notify the Board and the Board shall notify the appointee. Upon his reporting for duty, the appointing officer shall immediately forward to the Board probationary appointment on Form No. 33; such appointment is not to be made effective prior to the date upon which the appointee actually enters upon the performance of his duties. If the eligible was provisionally appointed in the United States, his regular appointment will be effective the day following the date of his actual landing in the Philippine Islands, provided be reports immediately at the office of the Board, and leave shall not accrue prior to date of regular appointment. At the expiration of the probationary period of six months, if his conduct and capacity are satisfactory to the appointing officer, his retention in the service shall be equivalent to his absolute appointment; but if his conduct and capacity be not satisfactory he may at any time during, or at the expiration of, his probationary period, be notified by the appointing officer that he will not receive absolute appointment because of such unsatisfactory conduct or want of capacity, and such notification, without other formality, shall discharge him from the service. Full report of the cause of the discharge shall be made to the Board. A probationer may be reduced in class or grade at any time during or at the expiration of his probationary period by a notification of reduction from the appointing officer, without other formality; in such case the appointing officer shall immediately forward to the Board new appointment on Form No. 33, accompanied by a full statement of the cause of the reduction. The name of a probationer who

Probationary appointment.

Absolute appointment.

Discharge of probationer.

Reduction of probationer.

Restoration of probationer's name to register.

has been separated from the service without delinquency or misconduct may be restored to the register of eligibles, in the discretion of the Board, for the remainder of his period of eligibility.

Declination of appointment.

6. An eligible may waive certification or decline appointment without losing his position on the register upon furnishing reasons satisfactory to the Board, but without such action his name shall be dropped from the register upon his declination of an appointment. No eligible shall have the right to decline an appointment from the same register more than twice.

Appointment usually made to lowest class or grade.

7. Certification for original appointment shall, whenever practicable, be made to the lowest class in a grade, but a vacancy in a position in any class requiring the exercise of special, technical, or professional knowledge may be filled by original appointment.

Eligibles with same rating.

8. When two or more eligibles have the same rating, precedence in certification shall be determined in accordance with section 3 of this Rule, if applicable; otherwise, by the order in which their applications were filed.

Appointments in United States to Philippine service.

9. All appointments of persons residing in the United States, as well as those residing in the Philippine Islands, to positions in the classified civil service shall be made through the Civil Service Board in strict accord with the Rules and regulations prepared by the Board, and the same procedure shall be followed in making selections for appointment in the United States as is followed in making selections in the Philippine Islands. Official

Correspondence with prospective appointees.

correspondence by cable or letter with or relating to prospective appointees residing in the United States must be transmitted through the Board for appropriate action.

Rule VI.

TEMPORARY SERVICE.

Temporary appointment of eligibles.

1. Whenever there are fewer than three eligibles upon a register, the appointing officer may appoint probationally the one eligible, or one of the two eligibles, certified, in the same manner as if three eligibles had been certified; but if he elects not to make probationary appointment from such certification, he shall select for temporary appointment the one eligible, or one of the two eligibles, if either will accept such temporary appointment. Temporary appointment made from an eligible register as provided in this section may continue until such temporary appointee is given probationary appointment or until the Board certifies three eligibles, when probationary appointment must be made.

Temporary employment.

2. Whenever there are no names of eligibles upon a register for any grade in which a vacancy exists, and the public interests require that it shall be filled before eligibles can be provided, such vacancy may, subject to the *antecedent* approval of the Board, be filled by the employment without examination of a person for such time as will enable the Board to provide one or more eligibles. Such temporary employment shall expire when the Board shall certify an eligible who accepts either temporary or probationary appointment.

Emergency employment.

3. Whenever an emergency shall arise in the provinces requiring that a vacancy shall be immediately filled before eligibles can be certified or temporary employment authorized by the Board,

the appointing officer shall *first* make requisition for a certification of eligibles, and pending the certification of eligibles such vacancy may be immediately filled by the appointing officer through emergency employment, to continue for such time only as may be required for the appointment of an eligible, or for the authorization of temporary employment by the Board. It shall be the duty of every appointing officer to report at once to the Board, giving reasons for such emergency employment and to obtain authority therefor.

Work temporary in character.

4. Whenever the work to be done is, in the judgment of the Board, temporary in character, the Board may authorize temporary employment without examination, which employment may continue until the completion of the work.

Rule VII.

REINSTATEMENTS.

Reinstatement.

Any person who has been regularly appointed to a position in the classified civil service and who has through no delinquency or misconduct been separated therefrom may, if no good reason to the contrary appears, upon the requisition of the proper officer on Form No. 8 and the certificate of the Board, be reinstated to a vacant position of a class not higher than that from which he was separated, under the conditions named below. The last two sections of this Rule apply to the unclassified as well as to the classified service.

Salary limitation.

1. If the person regularly entered the classified service without examination, a noncompetitive examination may be required, in the discretion of the Board, prior to reinstatement.

When examination may be required.

2. If for original entrance to the position proposed to be filled by reinstatement there is required, in the opinion of the Board, an examination essentially higher than, or different from, the examination for original entrance to the position previously held by the person whose reinstatement is proposed, a noncompetitive examination may be required prior to reinstatement.

Time limitations

3. A person who has served six months or less in the Philippine civil service may be reinstated as a probationer within a period of six months following his separation from the service under the former appointment; a person who has served more than six months but less than two years, and who has received absolute appointment, may be reinstated within one year; a person who has served two years, but less than three years, may be reinstated within two years; a person who has served three years, but less than four years, may be reinstated within three years; a person who has served four years, but less than five years, may be reinstated within four years; and a person who has served five years or more may be reinstated within five years from the date of his separation from the service.

Waiving of time limit.

4. Subject to the other conditions of these Rules, any person whose separation from the civil service was caused by his enlistment or acceptance of a position in the active military or naval service of the United States, and who was honorably discharged therefrom, may be reinstated without regard to the length of time he has been separated from the civil service.

5. A person in the United States who resigned from the Philip-

Reinstatement of persons in the United States.

pine classified or unclassified civil service before having rendered three years' service in the Philippine Islands, and who is reinstated in either of said services, shall not be entitled to the half salary and traveling expenses provided by law for persons residing in the United States who are appointed to the Philippine civil service.

Reëntrance into service after separation in violation of contract.

6. No person separated from the Philippine classified or unclassified civil service before having served the full period prescribed by law or contract shall be allowed to reënter either of said services, until he shall have made good all loss caused by such separation and shall have refunded to the Government such proportion of the total expenses, if any, incurred by it by reason of his appointment, including salary and traveling expenses prior to the date he actually entered upon the duties of his position, as the time he failed to serve is to the time required by said law or contract, and then only on the approval of the head of the Department from which he was separated. All amounts so refunded to the Insular Government shall be paid to the disbursing officer of the Executive Bureau, and by him deposited in the Insular Treasury as general funds. Applications of such persons for reëntrance to the service should be made through the Board.

Rule VIII.

TRANSFERS.

Transfer within the same Bureau or Office.

1. A person in any Bureau, Office, or branch of the service may be transferred within the same Bureau, Office, or branch of the service upon any test of fitness, not disapproved by the Board, which may be determined upon by the appointing officer, subject to the limitations of the proviso of section 2 of this Rule.

To another Bureau or Office.

2. A person who has received absolute appointment may, upon the completion of Form No. 7 by the heads of the Bureaus or Offices interested, and the certificate of the Board, be transferred from a position in one Bureau, Office, or branch of the service to a position in another Bureau, Office, or branch of the service: *Provided*, That such transfer shall not be made without examination to a position if for original entrance to such position there is required under these Rules an examination essentially higher than, or different from, the examination required for original entrance to the position from which transfer is proposed.

From the unclassified to the classified service.

3. No transfer shall be made of a person from any position in the unclassified service to a position in the classified service: *Provided*, That a person who has by promotion or transfer from the classified service entered the unclassified service, and has served continuously therein from the date of said promotion or transfer, may be retransferred to the classified position from which he was transferred or to any position to which transfer could be made therefrom.

Retransfer.

4. Any person who has been transferred from one classified position to another classified position may be retransferred to the position in which he was formerly employed, or to any position to which transfer could be made therefrom, without regard to the limitations of these Rules.

5. A person in the classified service of the Federal Government

of the United States may be transferred to any position in the Philippine classified service, subject to the conditions of these Rules with respect to age limitations and examinations, and when an examination is required previous to such transfer the Board may accept such tests of fitness as may be made upon its request by the United States Civil Service Commission. From the Federal service.

6. An officer or employee occupying a competitive position in the Philippine classified civil service who has served three years or more therein may be certified for transfer to the Federal classified civil service, subject to the provisions of the United States Civil Service Rules and to the following requirements: To the Federal service.

(*a*) Three years' continuous service in the Islands, without visiting the United States.

(*b*) Four years' continuous service in the Islands, visiting the United States only once during this period.

7. No head of a Bureau or Office of the Government of the Philippine Islands, or any subordinate officer or employee thereof, shall, directly or indirectly, invite, solicit, or even discuss with a subordinate officer or employee, classified or unclassified, permanent or temporary, of another Bureau or Office, or of the Army or the Navy of the United States in these Islands, his appointment or transfer to the Bureau or Office of such head or subordinate, until the consent in writing is first obtained of the head of the Bureau or Office in which the desired officer or employee is a subordinate, or of the Civil Governor or proper head of a Department, or of the officer of the Army or the Navy under whom he may be employed or serving. Permission requisite to seek transfer.

Rule IX.

PROMOTIONS.

1. No vacancy in any position shall be filled by original appointment whenever there is in the Bureau or Office in which the vacancy exists any person in a position in a lower class or grade who is competent and qualified and is willing to be promoted to the existing vacancy. Vacancies filled by promotion.

2. In providing regulations and competitive examinations for promotion the Board shall give due weight to the previous experience and efficiency of officers and employees and shall introduce such tests of fitness as it may deem proper after consultation with the heads of the different Bureaus, Offices, or branches of the service in which promotion examinations may be held, for the purpose of determining the relative efficiency of officers and employees. Experience and efficiency considered in competitive promotion examinations.

3. In each Department, Bureau, Office, or branch of the service, the Board may, subject to the proviso contained in section 6 of Rule III, designate a promotion examining committee of not less than three persons. The members of the committee shall perform such duties with respect to promotions and promotion examinations as the Board may direct, in the performance of which duties they shall be under the sole control and authority of the Board. Promotion examining committees.

4. There shall be kept in each office, on forms prescribed by the Board for that purpose, a comparative record from which

Record of efficiency kept and reported to Board semiannually.

the relative efficiency of employees may be determined. Among the elements of efficiency to be considered are quantity of work or the amount performed, quality of work or the degree of its excellence, physical condition, habits, character, conduct, aptitude and adaptability, punctuality, and attendance. This record shall be at all times open to the inspection of the Board. A report shall be made to the Board semiannually on Form No. 54, on the first days of January and July, giving the comparative term and corresponding efficiency rating applicable to each person according to the following scheme:

Scheme for rating efficiency.

Very superior: Indicating the highest degree of efficiency or excellence	95 to 100
Superior: Indicating a high degree of efficiency or excellence	85 to 94
Good: Indicating a degree of efficiency above the average	75 to 84
Fair: Indicating an ordinary degree of efficiency	70 to 74
Poor: Indicating inefficiency	Below 70

Recommendations for promotion.

5. No recommendation of any person for promotion, whether verbal or in writing, shall be received or considered unless it be made by the officer or officers under whose supervision he is or has been employed, and the presentation of any other recommendation shall be considered an unwarrantable interference with the public service.

Noncompetitive promotion examinations.

6. Until the promotion regulations herein authorized have been promulgated by the Board for any Department, Bureau, Office, or branch of the service, and the Board has notified such Department, Bureau, Office, or branch of the service that it is prepared to conduct the promotion examinations authorized under the Civil Service Act and Rules, promotions therein may be made upon any tests of fitness not disapproved by the Board which may be determined upon by the appointing officer: *Provided*, That pending the adoption of such regulations, in case of proposed promotion from one class to another class of an employee who has not entered the service through the examination prescribed for the class to which promotion is proposed, such employee shall be required to obtain an eligible rating in such prescribed examination taken noncompetitively, and the appointment by promotion thus made shall not become effective prior to the date of taking the examination in which an eligible rating is obtained.

Frequency of promotions.

7. Save in exceptional cases, promotion or increase of salary shall not be made during the first six months after the appointment of an officer or employee in either the classified or the unclassified service, nor more frequently than once in twelve months thereafter, nor more than one class at a time. The question of whether a case is or is not an exceptional one shall be determined by the Civil Governor or proper head of a Department.

Suspension of action on promotions.

8. When a promotion is proposed by the head of a Bureau or Office and report on Form No. 3 or Form No. 54 is overdue, action on such proposed promotion shall be suspended pending the receipt of said report in proper form.

Rule X.

APPOINTMENT AND EMPLOYMENT.

Procedure in making appointments to classified service.

1. All appointments to classified positions, except temporary appointments, whether original, by promotion, reduction, transfer, or reinstatement, must be made in accordance with the provisions of Act No. 25, as amended, on Form No. 33, and transmitted to the Board for attestation or recommendation and by it forwarded to the Civil Governor or proper head of a Department for approval or disapproval: *Provided*, That appointments made by the Civil Governor, by and with the advice and consent of the Philippine Commission, shall not be made on the form referred to herein and shall not require the attestation of the Board.

Notification of authorization of appointment prerequisite to payment of salary.

2. The payment of any money on account of salary to any officer or employee in the classified service is not warranted prior to the receipt by the disbursing officer of notification from the head of the Bureau or Office that the appointment or employment of such officer or employee has been duly authorized as provided by the Civil Service Act and Rules.

Assignment of unclassified employees to classified positions not permissible.

3. No person appointed to any unclassified position shall be assigned to or employed in a position the duties of which are clerical, nor shall he be assigned to or employed in any other position in the classified service.

Assignments within the classified service.

4. No person appointed to a position in the classified service shall, without the approval of the Board, be assigned to or employed in a position of a grade or character not contemplated by the examination from the results of which appointment was made, except as provided in Act No. 408, as amended.

Rule XI.

PROCEDURE IN REDUCTIONS, SEPARATIONS, AND SUSPENSIONS.

Reduction.

1. When the head of a Bureau or Office deems it necessary to recommend a regularly and permanently appointed subordinate officer or employee in the classified civil service for reduction in salary or compensation, he shall in writing notify the person affected of the proposed action and the grounds upon which such action is premised, and shall prescribe a reasonable period, which shall not be less than twenty-four hours, within which a written reply may be submitted if desired, together with any written evidence he may desire to submit. Upon receipt of the reply or after the expiration of the period within which such reply should have been submitted, the head of the Bureau or Office shall forward to the Board a certified copy of the letter of notification and the reply and evidence, if any shall have been received. These papers shall be promptly forwarded to the Civil Governor or proper head of a Department by the Board, together with its recommendation in the case, for final action.

Removal.

2. In case of proceedings to remove a regularly and permanently appointed subordinate officer or employee in the classified civil service for cause, the head of the Bureau or Office may suspend such person at once, if he deem that course necessary, and, in any event, shall in writing notify the person in interest that his removal for cause is to be recommended, and of the ground upon which such recommendation is based, at the same time prescribing

a reasonable period within which a written answer, supported by such written evidence as he desires to present, shall be submitted, such period to be not less than twenty-four hours after the actual receipt of the notification by the person recommended for removal. In the event of no response being received within the period prescribed, evidence of the receipt of the written notification, together with a certified copy of the same, shall be forwarded to the Board. If reply has been received it shall be similarly forwarded, with a certified copy of the notification mentioned, together with any other evidence or papers in the case. The Board shall promptly forward, with recommendation, all the papers in the case for final action. If such action be approval of the recommendation to remove for cause, the person affected shall be dropped from the rolls of the office as discharged on the day he was suspended, if suspension was made; otherwise his discharge shall be effective on the date of receipt by the head of the Bureau or Office in interest of the notification of approval by the Civil Governor or proper head of a Department. Under no circumstances shall an officer or employee so construe the provisions of any law now in force as to authorize or require the official publication of the cause of removal of any person from the Philippine civil service in more specific terms than "for the good of the service."

Resignation.

3. In every instance of a tender of resignation by a regularly and permanently appointed subordinate officer or employee in the classified civil service, it shall be the duty of the officer authorized to act thereon to accept or decline to accept the same in writing, and if the resignation be accepted, to give him a letter stating clearly the character of the services rendered and whether or not, in the light of present information, a possible future application for reinstatement in the same Bureau or Office would be favorably considered. In the event of a statement to the effect that such application would not be favorably considered, reasons therefor shall be stated and the person in interest informed that he may, should he so desire, submit a written reply and such other written evidence as he may elect. When completed, certified copies or the originals of all the papers in the case shall be forwarded to the Board; in case of objection to reinstatement, the papers will be forwarded by the Board with its recommendation for review and final action. For obvious reasons no officer or employee should be continued in his position who could not be recommended for reinstatement were he to resign.

Deduction from pay and suspension without pay.

4. In cases of deduction from pay or suspension from duty without pay under the provisions of section 2 of Act No. 25, as amended, of a subordinate officer or employee in the classified or the unclassified civil service, the head of the Bureau or Office shall notify the person affected in writing of the action proposed and shall give him a reasonable period of time within which to submit a written answer, which shall be not less than twenty-four hours, supported by such written evidence as he desires to present. The papers in the case shall be forwarded to the Board for recommendation and shall be transmitted by the Board to the Civil Governor or proper head of a Department for final action. The deduction from pay shall not be made nor shall the suspension from duty

take place until the approval of the Civil Governor or proper head of a Department has been obtained.

Translation of Spanish papers.

5. If any of the papers in the proceedings under this Rule are written in Spanish, the head of the Bureau or Office shall furnish translations in English, whenever practicable, as well as the originals or certified copies thereof. All papers relating to the removal or resignation of subordinate officers or employees in the classified civil service shall be filed in the office of the Board.

Reports to Board on reduction and removal of unclassified employees.

6. In all cases of removal or reduction of officers or employees in the unclassified service above the grade of semiskilled laborer, the head of the Bureau or Office shall furnish the Board with a full statement of the cause of the removal or reduction. In cases of resignation when an application for reinstatement would not be favorably considered, the Board shall be furnished with a full statement of the character of the services rendered and the reasons why application for reinstatement would not be favorably considered.

Rule XII.

PROHIBITIONS AND PENALTIES.

Coercion.

1. No person in the Philippine civil service shall use his official authority or official influence to coerce the political action of any other person or body.

No dismissal or change of grade or class for political reasons.

2. No officer or employee in the Philippine civil service shall discharge or promote or degrade or in any manner change the official grade or compensation of any other officer or employee, or promise or threaten so to do, for giving or withholding, or neglecting to make, any contribution of money or other valuable thing for any political purpose whatever.

Political or religious opinions not considered.

3. No inquiry shall be made, and no consideration whatever shall be given to any information relative to the political or religious opinions or affiliations of persons examined, or to be examined, or of officers or employees in the matter of promotion, and no discrimination shall be exercised, threatened, or promised against, or in favor of, any person employed, examined, or to be examined, because of his political or religious opinions or affiliations.

Recommendations that can not be considered.

4. No recommendation of an applicant, competitor, or eligible involving any disclosure of his political or religious opinions or affiliations shall be considered by the Board, by any examining committee or special examiner, or by any nominating or appointing officer.

Permission necessary to engage in private business, vocation, or profession.

5. No officer or employee shall engage in any private business, vocation, or profession, or be connected with any commercial undertaking, without written permission from the head of the Bureau or Office in which he is serving, and of the Civil Governor or proper head of a Department. As a general rule, in any enterprise which involves the taking of time, this prohibition will be absolute in the case of those officers and employees whose remuneration is fixed on the assumption that their entire time is at the disposal of the Government; if granted permission to engage in a business requiring time of applicant, copies must be furnished the Board.

Reasons for removal.

6. Discourtesy to private individuals or to Government officers or employees, drunkenness, gambling, dishonesty, chronic or flagrant violation or neglect of duty, notoriously disgraceful or immoral conduct, physical incapacity due to immoral or vicious habits, incompetency, lending money at exorbitant rates of interest, willful failure to pay just debts, contracting loans of money or other property from merchants or other persons with whom the Bureau of the borrower is in business relations, pecuniary embarrassment arising from reprehensible conduct, the pursuit of private business, vocation, or profession without permission in writing from the head of the Bureau or Office in which employed and of the Civil Governor or proper head of a Department, disreputable or dishonest conduct committed prior to entering the service, or the willful violation by any person in the Philippine civil service of any of the provisions of the Civil Service Act or Rules, may be considered reasons demanding proceedings to remove for cause or to reduce in class or grade. No head of a Bureau or Office shall knowingly continue in the public service any subordinate officer or employee guilty of any of the above-named derelictions, without submitting the facts through the Board to the Civil Governor or proper head of a Department.

Like penalties for like offenses.

7. In making removals or reductions, or in imposing other punishment, for delinquency or misconduct, penalties like in character shall be imposed for like offenses, and action thereon shall be taken irrespective of the political or religious opinions or affiliations of the offenders.

Rule XIII.

OFFICIAL ROSTER OF OFFICERS AND EMPLOYEES.

Board to keep roster of officers and employees.

The Board shall keep an official roster of all regularly and permanently appointed officers and employees in the civil service of the Philippine Islands above the grade of semiskilled laborer, and for the purpose of this roster each head of a Bureau or Office shall furnish to the Board:

1. The necessary information in such form and manner as it may prescribe.

Monthly report to Board of changes.

2. A statement on Form No. 3 on the first day of each month, of all changes, and the dates thereof, in the service under his control and authority, setting forth, among other things, the following: The name of every person appointed, reinstated, promoted, reduced, transferred, or separated from the service; the position to which an appointment or reinstatement is made; the position from which and the position to which a promotion or transfer is made; the position from which a separation is made, whether by removal, resignation, or death, and the compensation of every position from which or to which a change is made.

Rule XIV.

EMPLOYMENT OF SEMISKILLED AND UNSKILLED LABORERS.

Employment of laborers.

The employment by the heads of Bureaus or Offices of semiskilled and unskilled laborers whose rate of compensation is less than three hundred and sixty dollars per annum shall be subject to the following conditions:

Conditions of employment.

1. They shall be employed according to priority in making application for employment, after proper inquiry as to their

capacity to labor, their habits of industry and sobriety, and their honesty.

2. No consideration whatever shall be given to the political or religious opinions or affiliations of applicants for such employment, and selections shall, so far as practicable, be confined to natives of the Islands. Natives to be given preference.

3. Every applicant employed shall be required to take the oath of allegiance prescribed in section 16 of the Civil Service Act, and any laborer who is found to be disloyal to the United States of America as the supreme authority in these Islands shall be immediately discharged from the service. Oath of allegiance.

4. Laborers who may hereafter be removed from the service by reason of a reduction in force, or otherwise, and whose work and conduct are satisfactory, shall be furnished discharge cards certifying to such fact, and upon presenting such cards shall be preferred in subsequent employment as vacancies occur. Removals.

5. On the first day of each month the head of each Bureau or Office shall notify the Board of the number of semiskilled and unskilled laborers employed, giving the rates of compensation of each grade. Monthly report.

6. No person appointed or employed as a semiskilled or unskilled laborer shall be assigned to or perform the duties of any position in the classified service. Laborers not to be assigned to classified positions.

Rule XV.

HOURS OF LABOR.

1. It shall be the duty of all heads of Bureaus or Offices in the Philippine civil service, insular, provincial, and municipal (Manila), to require of all subordinate officers and employees, except teachers, of whatever grade or class, not less than six and one-half hours of labor each day, not including time for lunch and exclusive of Sundays and of days declared public holidays by law or executive order, except that on Saturdays throughout the year and during the heated term from the first of April to the fifteenth of June the head of any Department, Bureau, or Office may reduce the required number of hours of labor on each day to not less than five hours, but this reduction shall not apply to the officers or employees of any Bureau or Office to whom an overtime wage is allowed and paid. When the required daily hours of labor exceed five, at least an additional half-hour must be allowed daily for lunch. Minimum hours of labor.

2. When the nature of the duties to be performed or the interests of the public service require it, the head of any Department, Bureau, or Office may extend the daily hours of labor herein specified for any or all of the employees under him, and in case of such extension it shall be without additional compensation unless otherwise provided by law. Officers and employees may be required by the head of the Bureau or Office to work on Sundays and public holidays also, without additional compensation unless otherwise specifically authorized by law. Hours of labor may be extended.

3. Each head of a Bureau or Office shall require a daily record of attendance of all the officers and employees under him entitled to leave of absence or vacation (including teachers) to be kept on Form No. 48, and also a systematic office record showing for each day all absences from duty from any cause Daily record of attendance.

whatever. At the beginning of each month he shall report to the Board on Form No. 3 all absences from any cause whatever, including the exact amount of undertime of each person for each day. Officers or employees serving in the field or on the water shall not be required to keep a daily record on Form No. 48, but monthly report of absences on Form No. 3 must be made.

Rule XVI.

LEAVES OF ABSENCE.

1. Except judges, all regularly and permanently appointed officers and employees of the Philippine civil service, insular, provincial, and municipal (Manila), including teachers, may be granted leave of absence or vacation in accordance with the provisions of Act No. 1040.

Applications for accrued leave.

2. (*a*) Applications for accrued leave of officers and employees must be made in writing two weeks in advance, wherever possible, of the date on which the leave is desired to become effective, on Form No. 39, to the head of the Bureau or Office for recommendation and transmission through the Board to the proper officer authorized to exercise executive control as contemplated in Act No. 222. The first indorsement on said form must be completed by the head of the Bureau or Office.

In case of death.

(*b*) In case of the death of an officer or employee the head of the Bureau or Office shall transmit through the Board application on Form No. 39 for accrued leave due, and application on Form No. 55, supported by medical certificate on Form No. 41, for vacation leave covering absence on account of illness immediately preceding death.

When payment for accrued leave granted may be made in advance.

(*c*) When an officer or employee is separated from the civil service without prejudice, by resignation, death, or other cause, the money value of accrued leave granted, estimated in accordance with the provisions of Act No. 1040, may become immediately due and payable if the state of the appropriation from which his salary is payable warrants immediate payment. If the leave granted is commuted, payment therefor shall be made as provided by law; if the leave granted is not commuted, payment shall be made by the disbursing officer of the Bureau or Office from the unexpended balance for salaries and wages, and the position shall remain vacant for a period equal to the accrued leave granted.

Accrued leave granted at rate of compensation last received.

(*d*) An officer or employee who applies for accrued leave which was earned at different rates of compensation shall be granted leave with pay at the salary he is last receiving for a period equaling in money value the period of accrued leave estimated in accordance with the provisions of Act No. 1040, and he may be granted, if he so desires, such additional leave, without pay, as will give him the aggregate length of time on leave, with and without pay, as provided in the aforesaid act.

Applications for vacation leave.

3. (*a*) All applications for vacation leave of absence for a period of one full day or more must be made on Form No. 55 five days in advance, wherever possible, and transmitted to the Board immediately: *Provided*, That applications on this form for two days or less may be retained by the head of any Bureau or Office, if so preferred by him, and forwarded to the Board on the first day of the following month as inclosures to monthly report on Form

No. 3; when forwarded with Form No. 3, the first indorsement on Form No. 55 need not be completed. Applications for less than one day will not be made on this form. All absences, including fractions of a day, must be recorded on Form No. 48 and reported to the Board monthly on Form No. 3. In case of illness or unavoidable absence from other cause notice must be immediately sent to the head of the Bureau or Office, and the application, containing a brief explanation of the cause of delay in filing, forwarded later.

Vacation leave when salary changes during the year.

(*b*) The vacation leave of an employee whose salaries during a calendar year embrace the two rates of vacation leave provided in the schedule of section three of Act No. 1040 shall be computed by allowing credit for the two rates in proportion to the part of the year served at each rate.

Vacation leave during first six months' service.

(*c*) When vacation leave is requested by any officer or employee (except a teacher) during his first six months of service from the date of original appointment the Board shall state on the application the date on which payment for such leave may properly be made under the provisions of Act No. 1040, and, unless the Civil Governor or proper head of a Department directs otherwise, on account of illness of the officer or employee, the head of the Bureau or Office shall require that payment for such leave be withheld until that date.

Absence of teachers during school sessions.

(*d*) Form No. 55 shall be used by teachers for all absences during school terms on account of illness or other cause, and the General Superintendent of Education shall require payment for such absences to be withheld until they have performed duty during vacation for a period equal to their absences from duty on account of illness, as required by Act No. 1040: *Provided*, That if the absences were due to illness the withholding of salary may be postponed to the beginning of the next summer vacation. Teachers in applying for permission to visit the United States shall use Form No. 55, which must be accompanied by a complete statement by the General Superintendent of Education of the service record and all absences from duty of the teacher.

Wounds or injuries.

(*e*) Applications of officers and employees for leave of absence on account of wounds or injuries incurred in the performance of duty, extending beyond the allowable vacation leave (par. *c*, sec. 4, Act No. 1040), must be made on Form No. 40, supported by medical certificate on Form No. 41 and evidence showing that the wounds or injuries were incurred in the performance of duty.

Withholding payment for leave until five days after return to duty.

4. Payment for vacation leave for more than two days granted any officer or employee who has served *less* than two years shall be withheld until five days after his return to duty. When an officer or employee who has served more than two years is granted vacation leave (either alone or in connection with accrued leave) in excess of the accrued leave that may be due on expiration of the leave granted, payment for such excess leave shall be withheld until five days after return to duty. In either case, in the event that it shall appear during the first five days after return to duty from leave that it is not the intention of the officer or employee to continue in the performance of his duties any longer than to draw all back salary which may be due him, payment shall be withheld and full report thereof forwarded by the head of the Bureau or Office, through the Board, to the Civil Governor or

proper head of a Department, for action. If he fails to return to duty no payment for the leave withheld shall be made, unless the failure to return is due to illness and payment is authorized by the Civil Governor or proper head of a Department.

Absence due to illness.

5. *All* absences of an officer or employee in excess of the vacation or accrued leave allowable shall be without pay, unless the Civil Governor or proper head of a Department directs that payment for such absence be made, in accordance with paragraph *c*, section 4 of Act No. 1040, on account of the absence being due to illness of the officer or employee: *Provided*, That if an officer or employee was appointed in the last seven months of the calendar year he may be granted the proportionate vacation leave for the year, payment being withheld until the leave is properly due under the provisions of Act No. 1040. At the expiration of the first two years of service the officer or employee may make written application covering the period for which pay was withheld. This application shall be forwarded by the head of the Bureau or Office with his recommendation through the Board to the Civil Governor or proper head of a Department, who may direct that payment be made, if funds are available, and that the absence be charged against accrued leave.

Absence during first two years' service in excess of vacation leave.

Excess vacation leave to be charged to accrued leave or salary on separation.

6. If an officer or employee is separated from the service by resignation or otherwise after having taken vacation leave in excess of that proportion due for the part of the calendar year served by him, such excess vacation leave shall be charged against his salary or accrued leave: *Provided*, That if the vacation leave was allowed on account of illness of the officer or employee, the Civil Governor or proper head of a Department may direct that no deduction be made from his salary or accrued leave for such excess vacation leave previously allowed.

Leave not allowable on separation prior to two years' service.

7. An officer, teacher, or other employee appointed under the provisions of Act No. 1040 who is separated from the service by resignation or otherwise before having served two full years in the Islands shall not be allowed any leave on separation.

Vacation allowed teachers on resignation.

8. (*a*) The resignation of a teacher who has served in the Islands two full school years or more may be accepted at the end of a school year and he may be allowed the vacation current: *Provided*, That the total vacation enjoyed by him shall not exceed twelve weeks for every forty weeks actually taught.

(*b*) As a rule the resignation of a teacher will not be accepted prior to the termination of the school year: *Provided*, That if for illness or other urgent necessity the resignation of a teacher who has served in the Islands more than two years is accepted by the Secretary of Public Instruction without prejudice prior to the termination of the school year, he may be allowed salary for one week's vacation for every month actually taught by him since the preceding summer vacation, any absence chargeable to vacation to be deducted from this allowance; but the total vacation enjoyed by him shall not exceed twelve weeks for every forty weeks actually taught. Vacation may be allowed to the estate of a teacher who dies, on the same basis as to a teacher whose resignation is accepted on account of illness.

In case of death.

9. In every case where action by the Civil Governor or head of a Department is contingent upon illness of an officer or

employee, evidence of illness must be submitted on Form No. 41, except where a teacher applies for permission to make up, during vacation, time lost from duty on account of illness; if the illness was due to immoral or vicious habits, favorable action will not be taken.

Evidence of illness submitted on Form 41.

10. When an application for leave is received by the Board and report on Form No. 3 is overdue, action on such application may be suspended pending the receipt of such report in proper form.

Suspension of action on applications for leave.

11. Absence on Saturday shall be counted as absence for one full day. A Sunday or a holiday occurring at the beginning or at the end of a period of accrued or vacation leave shall not be considered as a day chargeable to leave. Leave of absence for any reason other than serious illness must be contingent upon the necessities of the service.

Absence on Saturday, Sunday, or a holiday.

Leave contingent on necessities of service.

12. Officers or employees on leave of absence shall report to the heads of their respective Bureaus or Offices at the end of each month by registered mail their post-office addresses for the ensuing month, and shall promptly report in a similar manner and in sufficient detail every unexpected and unavoidable delay which may have occurred during the period contemplated by their leave of absence. Absence from duty at station in the Philippine Islands after the expiration of the leave due shall be without pay.

Employees on leave to report address monthly.

13. No officer or employee in the Philippine civil service shall be dropped from the rolls of his office for unexplained absence in the United States until at least forty days after the expiration of the period of absence contemplated by the leave granted.

Unexplained absence in the United States.

14. (*a*) All officers and employees who are granted leave of absence for the purpose of visiting the United States and who contemplate returning to duty upon the expiration of such leave of absence shall, before leaving the Islands, make application to the Executive Secretary for transportation returning to Manila. In each application the date of the expiration of leave of absence and the post-office address of the applicant while in the United States must be stated.

Application for return transportation to Manila.

(*b*) Immediately upon reaching the United States remittance covering cost of return transportation must be made to the Chief of the Bureau of Insular Affairs, War Department, Washington, District of Columbia, with a statement of the date on which the applicant desires to leave the United States. All subsequent communications regarding return transportation and prompt report of any changes occurring in the applicant's post-office address must also be directed to the Chief of the Bureau of Insular Affairs, and a duplicate copy of each such communication mailed at the same time to the head of the Bureau or Office interested.

Cost of return transportation deposited with Bureau of Insular Affairs.

(*c*) An officer or employee entitled to traveling expenses from his place of residence in the United States to Manila under the provisions of section 2 or 9 of Act No. 1040 shall file with the Auditor for the Philippine Islands his expense account within thirty days, if possible, after arrival at Manila.

Expense account filed with Auditor.

LUKE E. WRIGHT,
Civil Governor.

MANILA, P. I., *September 1, 1904.*

GENERAL REGULATIONS GOVERNING PROMOTIONS BY COMPETITIVE EXAMINATIONS.

1. In pursuance of the requirements of section 6 of the Civil Service Act and in conformity with Civil Service Rule IX approved and promulgated by the Civil Governor September 1, 1904, the following regulations governing promotions through competitive examination in the Philippine civil service are hereby prescribed by the Civil Service Board:

2. No person shall be promoted as a result of competitive promotion examination until after the expiration of his probational appointment.

3. In examinations for promotion, a suitable weight shall be given to a knowledge of both the English and the Spanish languages or to a knowledge of the English language and one or more of the native languages, whenever in the opinion of the Board a knowledge of such languages is useful in the position to which promotion is sought. The object of this regulation is to give preferment in examinations for promotion, other things being equal, to employees speaking the Spanish language or any of the native languages, who have increased their efficiency and usefulness by acquiring a knowledge of the English language; and also to give preferment in examinations for promotion, other things being equal, to employees speaking the English language who have increased their efficiency and usefulness by acquiring a knowledge of the Spanish language or any of the native languages.

4. Examinations for promotion shall be held at such times as in the opinion of the Board the needs of the service shall require. Due notice of such examinations shall be posted in the office of the Board and in the Bureaus and Offices in which promotion examinations are to be held, specifying the date and character of the examinations and stating who are eligible therefor.

5. Each competitor in an examination for promotion shall be rated on a scale of 100, and a competitor who fails to attain a general rating of 70 in the entire examination, or who is rated below 70 in efficiency, shall not be eligible for promotion. A competitor who makes less than a general rating of 60 on the subjects of the examination other than efficiency shall not be given the benefit of his efficiency rating in determining his general rating in the whole examination.

6. There shall be kept in the office of the Civil Service Board registers of persons eligible for promotion in each Bureau, Office, or branch of the service for which examinations are held, showing the rating or standing of each person examined.

7. All vacancies above those in the lowest class of any grade, if not filled by reinstatement, transfer, or reduction, shall be filled by promotion from the next lower class, subject to the provisions of Rules IX and X of the Civil Service Rules. When a vacancy occurs in any class in a Bureau, Office, or branch of the service, the Board shall certify for promotion the highest three eligibles, or two if there be not so many as three eligibles, in the next lower class in said Bureau, Office, or branch of the service, and from this certification selection

shall be made by the appointing or nominating officer: *Provided*, That if it be found that there are not two persons eligible for promotion in the class next below that in which the vacancy exists, or if a vacancy occurs in a position requiring exceptional or technical qualifications not possessed by any eligible in the next lower class, then the Board, after such tests of fitness as it may prescribe, shall certify to the appointing officer from the highest class or classes in which such persons are serving, the names of three persons, if there are so many, having the required qualifications who are rated highest, or but one person if there are no more in the Bureau, Office, or branch of the service.

8. In certifying for promotion, when two or more eligibles have the same rating, precedence in certification shall be determined by length of service.

W. S. WASHBURN,
Chairman.

SEPTEMBER 2, 1904.

REGULATIONS GOVERNING PROMOTIONS IN THE UNIFORMED POLICE FORCE OF THE CITY OF MANILA.

I. All promotions in the uniformed police force of the city of Manila shall be made in accordance with the provisions of Rule IX of the Civil Service Rules, the general regulations governing promotions adopted by the Civil Service Board, and these regulations.

II. 1. Eligibility for promotions shall be determined by promotion examinations, which shall consist of the following subjects and weights:

	Weights.
1. Practical questions	40
2. Efficiency or ascertained merit	40
3. Length of service	20
Total	100

2. In determining the rating of efficiency or ascertained merit, the following elements shall be taken into consideration: Sobriety, deportment, conduct, fidelity, bravery. general character, punctuality, absences and causes thereof, physical condition—including energy, activity, and endurance—judgment, ability, fitness and adaptability, fines and penalties, neatness of appearance, knowledge of English, Spanish, and Tagalog languages; executive and administrative ability to be considered in promotion to the higher grades only.

3. Practical questions will cover peace officers' duties, knowledge of duties of grade occupied and to which promotion is sought, city ordinances, police regulations, general knowledge of circulars and general orders, location of streets and buildings, etc.

III. The Civil Service Board, after consultation with the Chief of Police, shall designate three members of the police force, consisting of three officers above the grade of lieutenant, who shall constitute a board of promotion for the purpose of carrying out the promotion regulations: *Provided*, That the Civil Service Board shall constitute the board of promotion for promotions above the grade of captain. If an employee questions his efficiency rating, he may appeal in writing to the board of promotion. Such appeal, together with a full report and recommendation in the case, shall be forwarded to the Civil Service Board for final decision.

W. S. WASHBURN,
Chairman.

SEPTEMBER 2, 1904.

EXAMINATION REQUIREMENTS RELATING TO APPOINTMENT AND PROMOTION.

Promotions of appointees from the third grade Spanish register shall be made only to positions the salary or compensation of which is less than $300 per annum. Appointments by promotion to clerical positions as a result of the following examinations shall not be made at a compensation above $600 per annum: Second grade, Spanish; junior typewriter. Appointments by promotion to clerical positions requiring eligibility in one of the following examinations shall not be made at a compensation above $900 per annum: Second grade, English; first grade, Spanish; junior translator; junior interpreter. Appointments by promotion to clerical positions with salaries above $900 per annum require eligibility in one of the following examinations: First grade, English; assistant; bookkeeper; stenographer; translator; interpreter; or an equivalent examination.

The usual *entrance* salary of persons appointed as a result of eligibility in any of the above examinations is indicated in the Manual of Information Relative to the Philippine Civil Service. (Minute of the Board, April 2, 1904.)

Appointments may be made from the typewriting register of eligibles to positions bearing a salary of $1,000 or less per annum, but no appointment by promotion or otherwise shall hereafter be made to a position the salary of which is more than $1,000 per annum until the applicant shall have qualified in the first grade or an equivalent examination, such as the stenography and typewriting examination, the bookkeeping examination, etc. (Minute of the Board, October 29, 1902.)

Semiskilled and unskilled laborers whose rate of compensation is less than $1.20 per diem shall be regarded as receiving a salary of less than $360 per annum and therefore not subject to examination requirements, as provided in paragraph 3, section 20 of the Civil Service Act, as amended. Heads of Bureaus or Offices are authorized by law to employ without reference to the Civil Service Board semiskilled or unskilled laborers whose rate of compensation is less than $360 per annum. (Minute of the Board, September 5, 1904.)

FORMS PRESCRIBED BY THE PHILIPPINE CIVIL SERVICE BOARD.

[For the use of officers and employees and of applicants for examination.]

Form No. 2. Application for examination (English and Spanish).—To be filed by applicants for examination with a view to appointment to clerical, professional, or technical positions.

Form No. 3. Monthly report of changes and absences of officers and employees (English only).—To be forwarded to the Civil Service Board on the first of every month by the head of each Bureau or Office, giving all changes and absences for the preceding month. The provincial board will render a consolidated monthly report for the entire province, all provincial officers, the governor, treasurer, supervisor, fiscal, secretary, president of provincial board of health, and register of deeds, and all employees under them, being included in one report. Each of the judges of the Courts of First Instance will either render one report for his district, including therein all employees under him, or direct the clerk of court of each province to render a separate report to the Civil Service Board promptly at the beginning of each month covering the court employees in the province.

Form No. 7. Request for transfer (English only).—To be used by heads of Bureaus and Offices in requesting the transfer of an employee from one classified position to another.

Form No. 8. Request for certification for reinstatement (English only).—To be used by heads of Bureaus and Offices in requesting the reinstatement of a person who has served in a position classified under the Civil Service Act and Rules.

Form No. 9. Request for certification for original appointment (English only).—To be used by the heads of Bureaus and Offices in requesting a certification from the Board's registers of names of persons eligible to appointment to a classified position.

Form No. 18. Report of selection for appointment (English only).—To be used by heads of Bureaus and Offices in reporting the selection or selections for appointment made from certification of names by the Board in response to request on Form No. 9.

Form No. 32. Oath of office (English only).—To be executed by the appointee on the date of entry into the position to which promoted, reduced, transferred, reinstated, or originally appointed.

Form No. 33 Appointment (English only).—To be forwarded to the Board by the heads of Bureaus and Offices for every appointment in the classified service, whether by promotion, reduction, transfer, reinstatement, or original appointment. This form is not to be forwarded until the appointee has entered upon the performance of his duties; the date of such entry will be the date the appointment is to take effect. The character of the appointment is to be stated in the last blank line, e. g., "Transfer from the ..... Bureau at $900;" "Reinstatement;"

"Probational appointment;" "Promotion from $720." Form No. 33 is not to be used in appointing a person to any unclassified position or in cases of temporary appointment or temporary or emergency employment. A copy of appointment on this Form should be furnished by the head of the Bureau or Office to the disbursing officer as notification that the appointment has been duly authorized, and should be attached by the disbursing officer to the pay roll forwarded to the Auditor. (See Civil Service Rule X.)

Form No. 35. Application and examination for the trades and skilled occupations (English and Spanish).—To be used by applicants for the trades and skilled occupations. In most cases the examination consists wholly of the evidence of experience, training, character as workman, age, and physical condition contained in this form. In other cases, additional elements, consisting of practical questions, or the second or third grade examination, are included.

Form No. 39. Application for accrued leave of absence (English only).—To be filed by the officer or employee two weeks in advance, wherever possible, of the date on which the accrued leave requested is desired to become effective. The first indorsement on this form, containing the service record and report of previous absences on accrued and vacation or sick leave, should be completely filled by the head of the Bureau or Office, and the application promptly forwarded to the Board.

Form No. 40. Application for leave of absence on account of illness (English only).—To be used by officers and employees in applying for further leave in case of absence on account of wounds or injuries incurred in the performance of duty, extending beyond the allowable vacation leave. This form must be accompanied by medical certificate on Form No. 41. (See par. *e*, sec. 3, Civil Service Rule XVI.)

Form No. 41. Medical certificate (English only).—Form No. 40 must always be accompanied by Form No. 41, completely executed by the physician or physicians who were in actual attendance upon the applicant for the whole of the period or periods for which the extension of vacation leave on account of wounds or injuries is requested.

Form No. 41 must also accompany every application made under paragraph *c*, section 4, Act No. 1040, for payment for leave on account of illness in advance of the date on which payment for such leave may properly be made under the provisions of section 2 or 3 of that Act. (See sec. 3, par. *c*, and secs. 5 and 9, Civil Service Rule XVI.) Form No. 41 must also accompany every application for vacation leave covering absence immediately preceding death. (See par. *b*, sec. 2, Civil Service Rule XVI.)

Form No. 47. Application for examination—supplementary certificate for professional, scientific, or technical positions (English only).—To be filed by all applicants for examination with a view to appointment to professional, scientific, or technical positions, as a supplement to Form No. 2, which must also be filed by them.

Form No. 48. Daily time record.—Section 3 of Civil Service Rule XV provides that each head of a Bureau or Office shall require a daily record of attendance to be kept on this form by all officers and employees (including teachers) under him who are entitled to leave of absence or vacation, except those serving in the field or on the water. The officer or employee in charge will verify the correctness of these records and forward them to the chief of the Bureau or Office, who will use them as a basis for rating punctuality and attendance in the semiannual efficiency report on Form No. 54. The daily time record on Form No. 48 will not be transmitted to the Civil Service Board except upon request therefor.

Form No. 52. Efficiency record of employees.—To be compiled by the chief of Bureau, chief of division, or other designated officer or employee, in accordance

with the provisions of section 4, Civil Service Rule IX. This form will be retained in the Bureau or Office as a permanent office record.

Form No. 54. Semiannual efficiency report.—To be compiled from data obtained from Forms 48 and 52, and forwarded to the Civil Service Board on the first day of January and July, in accordance with the provisions of section 4 of Civil Service Rule IX, giving the efficiency ratings for the preceding six months. The provincial board will render a consolidated report for the entire province, all provincial employees under the governor, treasurer, supervisor, fiscal, secretary, president of provincial board of health, and register of deeds, being included in one report. Each of the judges of the Courts of First Instance will render one report for his district, including therein all employees under him.

Form No. 55. Application for vacation leave of absence (English only).—All applications for vacation leave of absence for a period of one full day or more must be made on this form five days in advance wherever possible; if application was not made in advance, a brief explanation must be given on the form of the cause of the delay and a statement of whether or not notice of absence was immediately sent to the head of the Bureau or Office. Application for more than two days must be immediately transmitted to the Civil Service Board by the head of the Bureau of Office, the first indorsement being carefully completed by him; if there are no previous absences chargeable to vacation leave that fact must be stated in the indorsement, and if application was not made in advance the date of the receipt of notice of absence must also be given. Applications for two days or less may be retained by the head of any Bureau or Office, if so preferred by him, and forwarded to the Civil Service Board on the first day of the following month as enclosures to monthly report on Form No. 3; when forwarded with Form No. 3 the first indorsement on Form No. 55 need not be completed, but the absence must be entered on Form No. 3 as usual. If Form No. 55 is not retained for the purpose of forwarding as an enclosure to Form No. 3, the first indorsement must be completed by the head of the Bureau or Office and the application transmitted to the Civil Service Board as in the case of an application for more than two days.

NOTE.—The above forms are furnished by the Civil Service Board on request, and should always be ordered by form number. Provincial officers should telegraph their orders when necessary.

CIRCULAR LETTERS.

PHILIPPINE CIVIL SERVICE BOARD,
Manila, September 2, 1904.

To all Heads of Bureaus and Offices:

The attention of all heads of Bureaus and Offices, including provincial officials, is respectfully invited to the provisions of Acts Nos. 5 (the Civil Service Act), 25, 392, and 1040, and to the Civil Service Rules. The procedure governing appointments, promotions, reductions, removals, resignations, suspensions, temporary employment, applications for leave of absence, etc., is definitely prescribed, and the duties of officials in connection therewith are clearly defined. Attention is also invited to the description of the forms prescribed by the Civil Service Board and their uses, as shown in the Manual of Information. Familiarity with and a close and prompt observance of the requirements in the premises save delay and vexatious correspondence, avoid positive injury to the service, and greatly facilitate the work of all concerned.

Much of the Board's correspondence is caused by failure on the part of the heads of Bureaus or Offices to comply with its regulations and with the Civil Service Rules promulgated by the Civil Governor. The routine work of the Board has grown to such proportions that its limited office force in overtaxed to meet the demands made upon it. The Board is required constantly and repeatedly to point out to some offices errors in procedure, which is clearly and definitely defined, to call for monthly reports of changes and absences, or the semiannual reports of efficiency required by the Civil Service Rules, or to return these reports or papers relating to resignations, removals, reductions, suspensions, applications for leave of absence, etc., for proper compliance with the Civil Service Rules. The hearty coöperation of the heads of Bureaus and Offices is necessary to avoid needless delays and unnecessary work.

Copies of the acts and the Civil Service Rules referred to herein are included in the Manual of Information.

Very respectfully,

W. S. WASHBURN, *Chairman.*

Approved:

LUKE E. WRIGHT, *Civil Governor.*

CIRCULAR NO. 35.—*Instructions relative to traveling expenses from the United States to Manila.*

THE GOVERNMENT OF THE PHILIPPINE ISLANDS,
OFFICE OF THE AUDITOR,
Manila, March 17, 1904.

The following instructions relative to traveling expenses from points in the United States to Manila of appointees to the Philippine civil service are published for the guidance of all concerned:

The general provision of law covering traveling expenses is found in section 4 of Act No. 148 of the Philippine Commission, as follows:

"Hereafter actual and necessary traveling expenses only shall be allowed to any person holding employment or appointment under the Government of the Philippine Islands, and all allowances in excess of the amount actually paid * * * are declared illegal, and no credit shall be allowed to any of the disbursing officers of the Government of the Philippine Islands for payments or allowances in violation of this provision."

Actual and necessary traveling expenses are divided into expenses of *transportation* and cost of *subsistence*. The first includes transportation of self and personal baggage, such as wearing apparel, etc. (household furniture being excluded), and Pullman sleeping-car fares. The second includes hotel expenses and meals en route. Subsistence is the only charge made by United States Army transports.

Expenditures for transportation of self or baggage from residence to railway depot must be supported by receipts if the amount is in excess of fifty cents, United States currency.

The railway companies allow 350 pounds of baggage for each trans-Pacific full fare. No claim for excess baggage will therefore be allowed, the 350-pound limit being deemed sufficient to cover the necessary amount of personal baggage.

Pullman sleeping-car fares should be supported by receipts; but, with satisfactory explanation, porters' checks may be admitted in default of such receipts In the absence of both, no allowance will be made.

Subsistence on trains will be allowed at not exceeding $3, United States currency, per day for each day necessary for the travel, and porterage or tips will be allowed, when actually paid, at not exceeding 25 cents per day for the same period.

Expenses incident to stop-overs for the personal convenience of the appointee will not be allowed. Time of travel will be based upon the "shortest usually traveled route."

Hotel bills, including subsistence while at San Francisco, must be supported by receipts, and will not be allowed for more than three days nor for more than $3, United States currency, per day. Entries in addition to room and meals, such as "café" and "bar bills," are not allowable and must be excluded from the amount of such vouchers when credit is claimed thereon.

Transfer of baggage from depot to hotel and from hotel to steamship pier at San Francisco will be allowed, but must be supported by receipts if in excess of 25 cents per piece, United States currency. Necessary cab hire from depot to hotel and thence to pier will be allowed at not exceeding 50 cents, United States currency, for each trip, but must be supported by receipts. When cab is used no charge for transfer of hand baggage will be allowed. Cabs should not be employed when street cars are available.

Expenses at ports en route, except at Hongkong or other necessary points of transshipment, will not be allowed. If the steamer does not come direct to Manila, landing charge, hotel bill for necessary time between steamers, at not exceeding $3, United States currency value, per day, and transfer to steamer for Manila (service usually furnished by the hotel and charged in its bill at Hongkong) will be allowed, but must be supported by receipts except as herein noted.

Stewards' fees on ocean steamships will be allowed in reasonable amounts. Tips or stewards' fees paid on Army transports will not be allowed, as the employees of the transport service are paid by the United States.

A reasonable charge for laundry en route will be allowed, but must in every case be supported by receipts.

Receipts are not always required for the following items: Subsistence on train, porterage on train, stewards' fees on steamers, hotel bill in San Francisco when

for less than one day, and hotel bill and transfer charges in Hongkong when for less than one day, although it is desirable to secure such receipts. The general certificate on a traveling expense voucher that it was impracticable to procure receipts will not be accepted when the length of the stop at a place clearly shows that it was practicable to secure such receipts.

The Auditor will use his discretion in allowing or disallowing items unsupported by receipts or subvouchers, as the facts in each case may warrant.

Appointees in the United States, except judges, for whom special provision is made, come under the general provision of Act No. 1040 of the Philippine Commission. Appointees under that Act, as stated therein, are entitled to actual and necessary expenses and half salary en route, payable after two years of satisfactory service. If the Government advances any part of such traveling expenses, in the form of a transportation request or otherwise, the amount so advanced will be deducted by the proper disbursing officer at the rate of 10 per cent of the salary per month until the amount advanced is fully reimbursed.

Half salary ends on the day of actual landing in Manila and full salary begins on the following day. Necessary landing charges are allowed, but no other expenses are allowed after arrival in Manila. If later assigned to an outside station, actual and necessary traveling expenses are payable from the date of departure from Manila, and until arrival at such station, the shortest usually traveled route being followed.

Immediately upon arrival in Manila the appointee is required to report to the Civil Service Board, and immediately thereafter should file his traveling-expense account, duly sworn to, and supporting vouchers, with the Auditor. Printed forms for this purpose may be procured at the office of the Auditor. Traveling-expense accounts should be fully itemized, the items being entered in the order in which the expenditures were made. Indefinite items such as "incidentals," "miscellaneous," etc., can not be considered.

Attention is especially invited to the fact that claims for traveling expenses should cover only amounts actually expended. To present a claim for items or sums not actually expended constitutes falsification of a public document, which is severely punishable under Philippine laws.

A. L. LAWSHE, *Auditor.*

Approved:

LUKE E. WRIGHT, *Civil Governor.*

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